User Manual

IDEP/CN8

Software for reporting Intrastat

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1 INTRODUCTION

1.1 Important Remarks on the Software Package

The software package **IDEP/CN8** (INTRASTAT Data Entry Package / Combined Nomenclature 8 digits) was developed for the Providers of Statistical Information (**PSI's**) in order to assist them to create statistical declarations for their Competent National Administration (**CNA**).

The main functions of the package are data entry and the validation of that data. An additional function of the package is the importation, again with validation, of the necessary data from existing information systems in a company. The package will transform this data to the official format accepted by the User's CNA.

The IDEP/CN8 package can also be used by Third Declarants who will create the statistical declarations for several **PSI's**.

Several functions have been included in the package to facilitate the creation of declarations, including pick lists, standard values and calculations. Extra functionality has been included for the use of the **CN8 Goods Codes**.

Different possibilities have been foreseen for producing the declarations. They can be sent by telecom or e-mail.
The most important official INTRASTAT output generated by the package produces an output file in the XML-standard INSTAT/XML, which meets the needs of the CNA.

1.2 Time Schedule for Intrastat returns to Statistics Sweden

Reference month	Deadline
December 2013	17/1
January	14/2
February	14/3
March	14/4
April	15/5
May	16/6
June	14/7
July	14/8
August	12/9
September	14/10
October	14/11
November	12/12
December	16/1-2015

1.3 How to use the Manual

The manual has basically been set up according to the Menu structure of the package. This implies that the **Chapter Titles** within the manual refer to the **Menu Options** in the package.

1.4 Terminology used

Before installing the package, this Chapter will explain some basic concepts.

1.4.1 Parties involved in INTRASTAT Data Collection

CNA:	Stands for "Competent National Administration". This is the statistical office of the User's country. In case of questions or problems with INTRASTAT, or the use of the IDEP/CN8 software, the CNA should be contacted. New versions of the software should always be received via the CNA, in order to ensure the integrity of the data.
Collecting Centre:	The location where INTRASTAT returns are collected.
PSI:	Stands for "Provider of Statistical Information". These are Importers / Exporters who are obliged to make INTRASTAT returns to the CNA. The **PSI** is identified by VAT number.
ThirdParty Declarant or Agent:	A company that makes INTRASTAT statistical declarations and sends them to the CNA on behalf of one or more companies (i.e. PSI's).
User:	A person who is defined in the IDEP/CN8 package and who can access and use the package. Different Users of the package can have different authorisations. The authorisations specify whether a user has access to a given set of functions or all functions. There are two **types of functions**: 1. Functions accessible to **every User** defined in the system. 2. Functions specific to the **Supervisor**. These are functions related to the maintenance of sensitive information. For example, defining Users and their authorisations, creating PSI's, setting system parameters, etc. and functions related to the responsibilities for the correctness of the statistical information. (e.g. approving a return). Four **types of Users** can be defined. 1. Supervisor with Modify authority (= the default User IDEP). This User can perform all functions in the package. 2. Normal User with Modify authority. This User can perform the functions for every User, but not the Supervisor functions. He can consult the Supervisor functions. 3. Normal User without Modify authority. This User can Consult the

	functions for every User (function type 1. above). 4. Supervisor without Modify authority. This User can Consult all functions.

1.4.2 Main Data involved in INTRASTAT Declarations

Return:	All statistical information for a given PSI, in a given **Statistical Period**, for the given **Flow** of goods is contained in a return. A return is composed of 1 header and one or more lines. A **return header** of a given PSI is basically identified by the following. 1. The **Statistical Period** (month). 2. The **Flow** (arrival or dispatch of goods). 3. The type of information (new information, corrections to a previous return, ...). A **return line** can be seen as 1 transaction (e.g. information on an invoice). A return line can also contain information aggregated for several transactions. A return line is identified by a unique number. NOTE: A PSI can send several returns of the same type (i.e. Arrival of goods) for the same **Statistical Period** (i.e. January 2014). Because of this the **identification** of the returns requires some special attention. The following two situations should be considered. 1. A User creates several returns, of the same type, for the same **Statistical Period** and **Flow**, on the same PC. In order to uniquely identify the return, it is identified by a **Sequence Number** (e.g. return 1 and 2). 2. The same PSI generates returns from several PC's. On every PC the return can be identified by for example, the sequence number "1". Beside the sequence number, another qualifier is necessary to uniquely identify the return. This qualifier is called a "**Workstation ID**" in the package. If for example, PSI "X" generates INTRASTAT returns from three PC's, then he should identify the PC's by e.g. AA, BB and CC. The returns will be uniquely identified in the whole EU by the **PSI VAT Number** + **Workstation ID** + **Return Sequence Number** (e.g. 999999999900 _AA000001).
CN8 Goods Codes:	Combined Nomenclature. The 8 digit goods codes that are used within

	all the Member States of the EU. The CN8 part of the package provides user friendly facilities to find the correct **CN8 Code** for the goods the User is Importing / Exporting. It is possible for a PSI to specify a table within the package that defines a relationship between the goods codes he is familiar with in-house and the official **CN8 Goods Codes**.

2 INSTALLATION AND UPGRADE

Important remark: The IDEP/CN8 Installation and Upgrade process uses a Windows feature named "Windows Installer" ("MSI"). The IDEP/CN8 Installation Process will detect if MSI is installed on the User's PC, which normally is the case, and if so, if it has the correct version. If this is not the case, an automatic installation or upgrade of MSI is done if the CNA has enabled this feature. If the CNA has not enabled this automatic feature, confirmation of the User is asked. If the User does not want to install or upgrade MSI, IDEP/CN8 can **NOT** be installed.

2.1 Installation and Upgrade as a stand alone Application

IDEP/CN8 is distributed via the Internet (if supported by the National Administration). Even though the installation / upgrade procedures are quite similar in both cases, they are described in separate Sections hereafter.

Minimum requirements for the installation or upgrade are as follows.

- A PC running MS Windows2000, XP, 2003 Server, VISTA, Windows 7 or 2008 Server.
- A monitor with a minimum resolution of 600x800.
- 70 MB of free Hard-disk space.

2.1.1 Installation from the Web

1. Go to the Web-site of the National Administration from where you want to install or upgrade the IDEP/CN8 package. Follow the instructions provided by the National Administration to start the download procedure.

2. When the download procedure is started, select to run the program from its current location.

3. Should a Security Warning appear, select "Yes".

4. Continue with Item 2.1.2.

Note: It is possible to cancel the installation process at any time. The user will be asked for confirmation. In some rare circumstances this cancellation can take some time (e.g. in case of a very slow and problematic Internet connection).

2.1.2 Follow the instructions of the installation program.

- If applicable, select the user interface languages to be installed and the installation program's language. The language selection dialog serves two purposes:

    1. It allows installing or removing the available language versions of the User Interface of IDEP/CN8;
    2. It allows selecting the language of the User Interface of the installation program itself.

Note, that the language selection dialog is not presented if there is only one single language available or if the Check for Upgrade option is being executed.

Selecting the IDEP/CN8 User Interface language is simply done by clicking on the appropriate buttons. All available languages are already pre-selected. If an existing IDEP/CN8 installation is updated, the already installed languages are indicated with an '*' (asterisk) on the option button. If a language is **de-selected**, it will be **removed** from an existing IDEP/CN8 installation.

The User Interface language of the installation program is automatically set to the last selected language. Click several times on the various language options in order to select the desired dialog language. The language is immediately switched (the chosen language is shown in brackets in the title bar).
If more than one language is available the most suitable language is pre-selected. This language is derived from the system, the default language proposed by the National Administration and the language(s) already installed.

- Choose a "Standalone or Server" installation. Note, that in a Client/Server configuration, the Server must be installed or upgraded first. Installation of a Server is identical to a Standalone installation.
  This dialog is skipped if only a language is added or removed from an existing IDEP/CN8 installation with the same version.

- Choose the Installation Folder, either take the default, or select another destination. When performing an upgrade, be sure to select the **same directory** where the previous version of the package was installed, this is the directory where the Login program is found. This directory will be pre-set by the installation program. The required and available disk space are shown.
  This dialog is skipped if only a language is added or removed from an existing IDEP/CN8 installation with the same version.
  Note 1: it is possible to upgrade any IDEP/CN8 version from version 3 on. If an attempt is made to downgrade the package, for example install version 5 over version 6, an error message is issued.
  Note 2: although **not recommended**, it is possible to install or upgrade more than one version of IDEP/CN8 on the same PC in different folders. This is done by first un-installing the existing package while keeping the data, and then installing the package as described in this Section in a different Installation Folder. In this case, the existing installation is of course not upgraded, and the new installation does not contain any information entered in the existing installation. The shortcut on the desktop and the Start Menu will always point to the last installed package.

3. Now the installation program will start copying. Note, that the copying of the CN8 databases may take some time.

4. Click finish to leave the installation program.

Note: It is possible to cancel the installation process at any time. The user will be asked for confirmation.

2.1.3 Installation successful

At the end of the installation, the User may be requested to restart his PC. If this message appears, restarting is necessary to install the required Windows system components.
The User will now find the IDEP/CN8 program installed or upgraded in the selected directory and the subdirectories created by the installation process, in the languages provided by the National Administration. The program is started by either the Windows Start Menu, by *double clicking* on the IDEP Shortcut put on the Desktop by the installation program, or by *double clicking* on **Idep.exe** in the root directory.

2.1.4 Installation Folders

2.1.4.1 First Installation or Upgrade

The installation procedure will detect a 'questionable' installation folder and warn about this.
Early during the installation the User is prompted to choose the installation directory. Once this directory has been selected the User must *click* 'Next' to proceed with the installation in this location. At this point the installation procedure will check if the chosen directory is suitable:
- Check if the User has sufficient rights to write to this directory;
- Check if the directory is a suitable directory.

If the user does not have sufficient access rights (the user cannot create files/directories) the installation procedure will issue a warning: "You do not have sufficient privileges to install in <dir>".

At this point the User can only *click* the 'OK button' and control will be returned to the directory (folder) selection dialog. Here the User must choose another directory or abandon the installation.

If the chosen directory is not a suitable directory a confirmation message will be displayed: "It is not recommended to install in this directory <dir>. Do you want to choose another directory?"
If the User confirms the message, control is returned to the directory selection dialog where the User can choose another directory or abandon the installation.
If the User does not confirm the message the installation will proceed. The User should be aware that problems can occur later on in the process.

Questionable installation directories that are detected at this stage are:
- Root of a drive (e.g. "C:\");
- Root of Windows' "Program Files" directory;
- A subdirectory called WINDOWS*, WINNT*, SYSTEM*, or Program Files (local name) exists;
- The installation directory is somewhere in the Windows or System directory;

- Installation directory with more than (~12) sub-folders and/or (~7) files and not already containing an IDEP installation;
- An IDEP subdirectory such as DDDDD\MS (MS is ISO code of the Member State). In this case it is likely that the User should have been installing in DDDDD rather than the 'MS' subdirectory.

The checks are also carried out during the automatic update (when the installation path is already known). If the privilege check fails the installation is abandoned.
The 'questionable' path check only issues a warning message, the installation will proceed.

Note that the above describes pre-installation checks that are carried out to avoid problems during and after the installation.

2.1.4.2 Additional Checks before Upgrade

Installation Directory:

If after the Installation of IDEP the User should manually move the installed package to another place on his disk(s), this would cause an inconsistency between the information about the installation as recorded in the Windows Registry and the real situation as 'caused' by the User. The Windows Installer heavily relies on the information in the Windows Registry. The Windows Registry is of course not aware of the changes the user has made to the installation location.

This problem is detected when the User tries to Upgrade his IDEP installation. The Upgrade procedure will check if IDEP exists on the installation path as recorded in the Windows Registry. If this is not the case, it will:

- Issue a warning message stating that the installation has gone missing and that the User should enter the appropriate path later on:

- Attempt uninstalling the previously installed IDEP installation (the Upgrade procedure will consult the Windows Registry to find out). This un-installation will be completely silent. In rare circumstances this may fail (if the Windows Registry is really 'confused' about the installation state). The Upgrade procedure may issue a warning message but proceeds in any case:

- Cleanup the Windows Registry.

Having thus removed all (inconsistent) traces of a previous installation from the Windows Registry, the Upgrade procedure will continue as if this where a first time installation. This will ensure that the prompt for the installation directory will be shown. This prompt would be the opportunity to enter the "new" installation directory (if applicable).

2.2 Installation and Upgrade in a Local Area Network (LAN)

IDEP/CN8 can be used in an environment where more persons are working on Intrastat declarations at the same time on different work stations, but on the same installation of the program.
This so-called Client/Server environment is created by first installing the program on a Server system and then installing the Client systems. A Client installation can be seen as a Reference to the IDEP/CN8 installation on a Server.
The procedure to install or upgrade an IDEP/CN8 Server is completely identical to the installation or upgrade of IDEP/CN8 Standalone, as described in the previous Section.
An IDEP/CN8 Client is installed by following the same procedure, however:

- only minimal hard disk space is required;
- in Step 2. the "Client" option must be selected;
- in Step 2. the "Installation Folder" to be entered must be the location where the Server is installed;
- Step 3. will only perform the copying of some Windows system files.

2.3 Download of Standalone Installations to a Server

IDEP provides the possibility to convert Standalone Installations into a Client/Server configuration. This means that the individual databases of the Standalone Installations are combined into one database on a Server system (which in fact may be one of the original Standalone systems).
This function is provided as a Menu option in the System Maintenance Menu

2.4 Un-install the Package

The IDEP/CN8 for Windows packages can be un-installed simply through the usual Windows un-install feature.

1. Open Add and Remove Programs (Start/Control Panel/Add and Remove Programs).
2. Choose IDEP CN8 and click the Add/Remove Programs button.
3. Confirm the question ('Are you sure you want to remove...').
4. On the question 'Remove the IDEP-Executables and –Data as well?' answer 'Yes' if you want to completely remove IDEP/CN8, or 'No' if you want to keep the complete installation but just want to remove the registration, short-cuts etc.
   Please note, that this cleanup procedure will not delete any files from the installation directory if:
   - It concerns the Root of a drive (e.g. "C:\");
   - It concerns the Root of Windows' "Program Files" directory;
   - A subdirectory called WINDOWS*, WINNT*, SYSTEM*, Program Files (local name) exists;
   - The installation directory is somewhere in the Windows or System directory;
   - It concerns an installation directory with more than (~12) sub-folders and/or (~7) files.

A warning message will be displayed.

2.5 Log Files

All IDEP/CN8 for Windows programs log problems in a .LOG file. This Log file can be found in the sub-directory named LOG of the Member State directory of the IDEP/CN8 installation. The filename is XXXX_date.log, where XXXX = the application name, see example below.

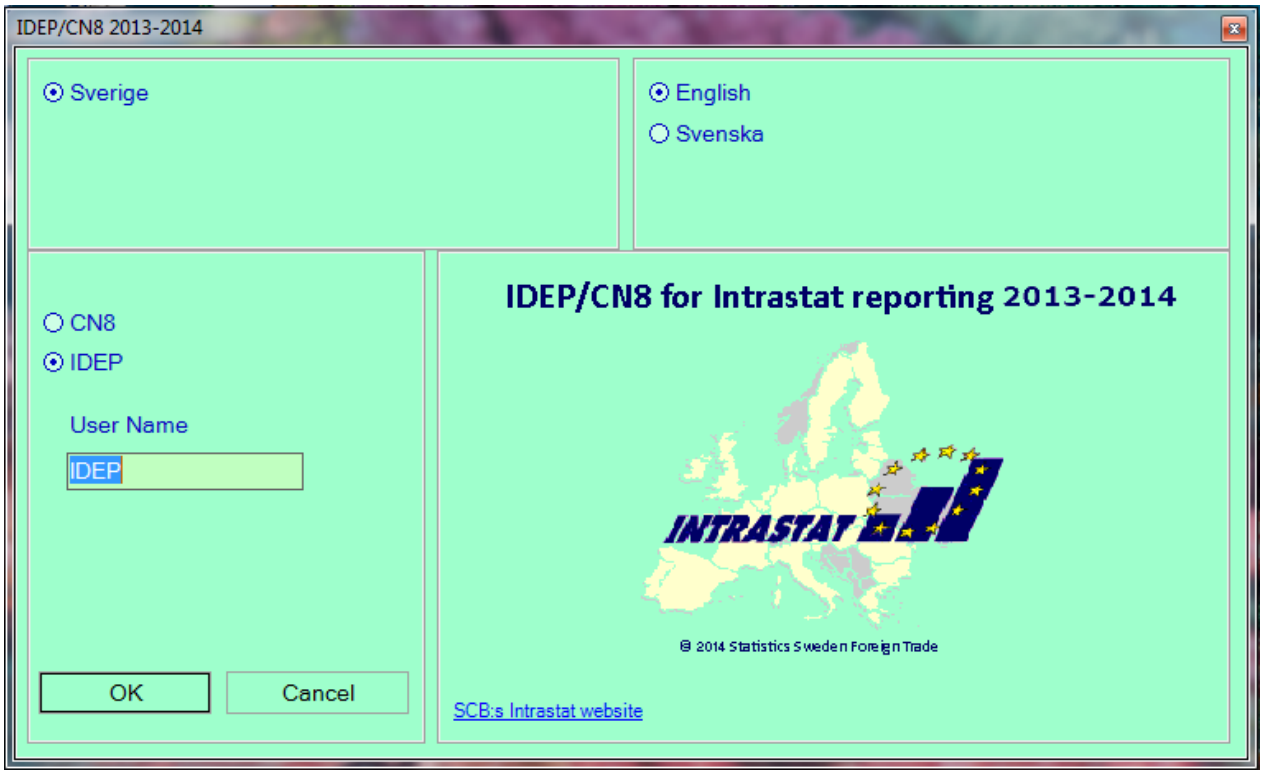
C:\Intrastat\Idep_Cn8\SE\LOG\IDEP_01012013.log.

If problems are reported to the National Administration, the User is encouraged to supply these log files as they contain all information required to solve the problem quickly.
If the User supplies a Backup of his IDEP installation to the National Administration, created by IDEP, it will automatically include all log files.

3. STARTING THE PACKAGE – LOGON SCREEN

The IDEP/CN8 package is run by executing **Idep.exe** found in the root directory of the installation and selecting "IDEP" as the "Application Name".
Idep.exe can be started via the Windows Start button by selecting IDEP CN8 in the programs folder (as specified during Installation), or by *double-clicking* the program file Idep.exe in Windows Explorer, or by *double-clicking* on the IDEP Shortcut put on the Desktop by the installation program.
Note, that the type of shortcut created is one in which the 'target' field points to the exact installation location of IDEP. Other shortcut types, for which the installation location is hidden in the Windows Registry, just include 'IDEP CN8'.

First the Login program will perform a check if **long file names** are supported on the system; if not, it will issue a message and it will not be possible to start IDEP - it is possible to start CN8 however.
Then the availability of **temporary workspace** on the Users' hard disk will be checked, as defined by the Users' settings of the Windows TMP or TEMP environment variables. If these variables don't exist, the Login program will try to create the TEMP variable itself. If no workspace area can be found or created, it is impossible to start-up IDEP/CN8 and a message is presented in the **English language** as in this case the message text in the appropriate language can't be retrieved.
If the result of this check is OK, the following so-called "splash-screen" will appear:



This screen allows the User to select the following.

- The Member State (if more than one package is installed).
- The language (if more than one language is included by the National Administration that prepared the package).
- The Application Name (CN8 or IDEP).

When the User has selected the IDEP application, he has to enter the following additional information before entering the package.

- The User Name.
- The Password.

4. THE GRAPHICAL USER INTERFACE (GUI)

4.1 Status Check

Before the IDEP/CN8 application starts, a number of checks are performed. They include:

A check if any of the databases is corrupt. If this should be the case, the User can't enter IDEP – which offers the "**Clean-up**" facility to repair databases. Therefore, if a serious start-up problem was encountered, IDEP will start in **"Safe Mode"**.
In this mode only the maintenance options (and help and exit) are available. This allows the User to Create a backup of the current (corrupt) situation, attempt to Clean-up the databases or Restore a backup.
After quitting the safe mode IDEP will attempt to start in normal mode again (after a successful Clean-up for example).
If the database of the default PSI is corrupt, IDEP will start up in normal mode with no PSI selected. In this situation the User can Clean-up the database, chose another PSI (if available) or make a new PSI.
Note:
In some circumstances a database is corrupted beyond repair. The User should contact his CNA in that case.

A check if the User's screen resolution is at least 800x600, which is the minimal requirement to work with the package in a convenient way. If this is not the case, a warning message will be presented, but the package will proceed anyway.

If a User has many declarations containing many lines, this may take a while. It is recommended to let the procedure complete its check; however, the User can interrupt it in case of an exceptionally large number of declarations. The program will check the last, most relevant, declarations first.

The **Import Formats** defined in the package will be checked and adjusted if necessary to reflect any changes in the requirements made by the CNA.

The **PSI Goods Codes** defined in the package will be checked and Goods Codes for which the CN8 code has become invalid for (one of) the years supported by the new package will be marked in the PSI Goods Codes list.

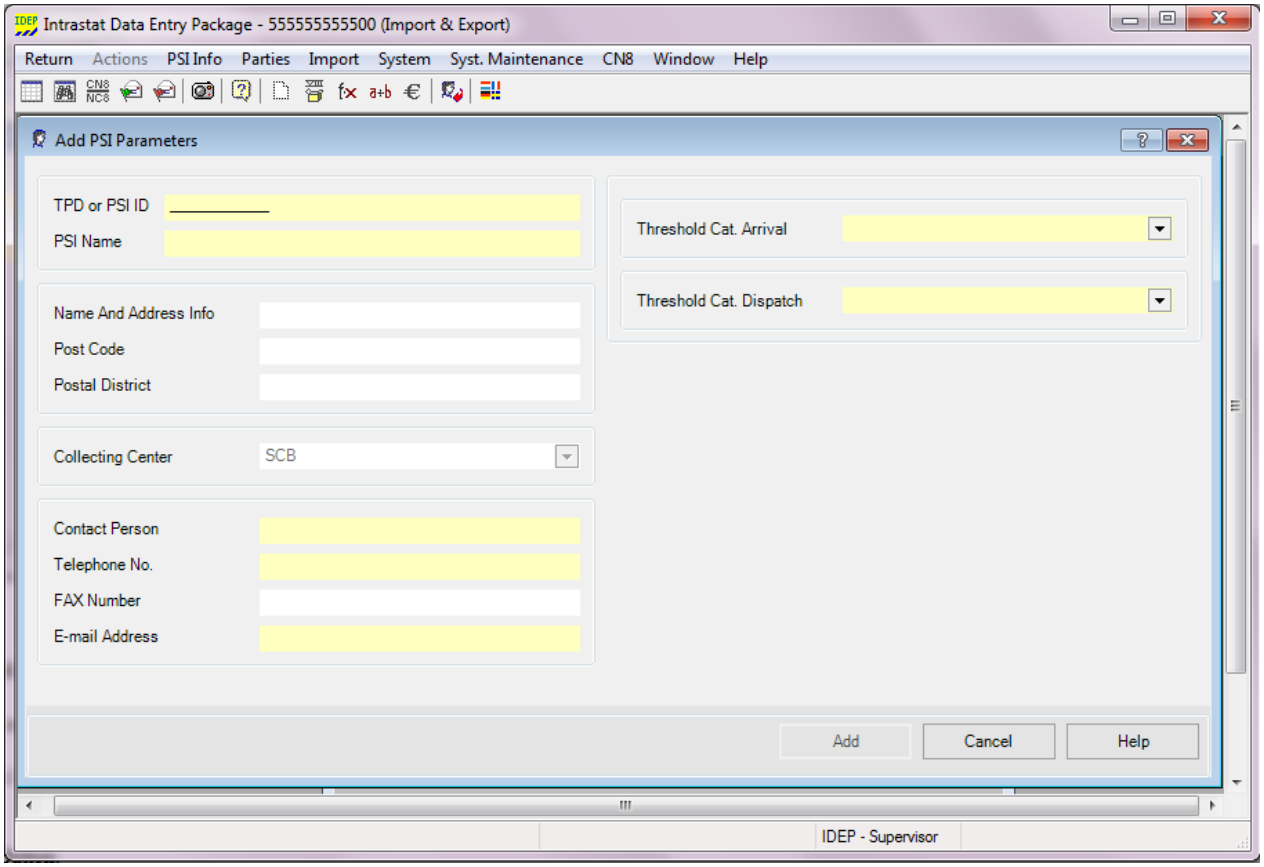
When IDEP is upgraded to a new annual version, the maximum / minimum limit values connected to **CN8 Codes** are updated with the limit values of the previous year, but only if the PSI's limits are higher than those supplied by the CNA and the CNA's limits are not zero.

For the current (default) PSI, the **Line Models** defined in the package will be checked on codes (CN8 Codes, including PSI Goods Codes, Country Codes, (old EMU) Currency Codes, etc.) that are no longer valid. Line Models that have become invalid for the years supported by the new package will be marked and a list will be presented. The Line Models for other PSIs, if defined in

the package, will be checked when they are selected as the current PSI during the usage of the package.

For the current (default) PSI, and the **Third Declarant** identification are checked, for which the format or check algorithm may have changed. Also see the respective Sections on these items. A message is presented if invalid values are found.
The identification numbers for other PSIs, if defined in the package, will be checked when they are selected as the current PSI during the usage of the package.

Finally, a check is made if this is a **first time installation of IDEP/CN8 for Windows**. In that case, no PSIs exist in the package yet. To assist the User who doesn't know what to do first, the Add PSI Parameters screen is automatically presented in that case. The screen will look as follows:



4.2 Screen Layout

Once the application is started, the graphical user interface (GUI) shows the default application screen containing the following information.

- **Application name**, active **PSI identification** and **PSI name**.
  The **Menu bar** presenting the main options. Sub-options are shown by clicking on a main option.
  The **Tool bar** for context dependent buttons.

- The **IDEP information area** in which the Screens are shown. Normally, the Default PSI's Return List is presented here after Logon. If the User has switched on the option "***Save / Restore Workspace***"
- The **Status bar**.

So-called **ToolTips** provide brief information when the mouse pointer is positioned on a Button.

4.3 Display Setup

The **"Display Setup"** function is selected by "System / Display Setup".

This option allows the User to change the colour scheme used to identify the status of data entry fields. It also defines the layout of the Toolbars and the cursor behaviour of certain fields.

The check box "Automatic TAB" controls the behavior of the cursor during data entry in a Return Line. For a new IDEP installation, by default this function is switched on. If this function is switched on, the cursor will automatically move to the next field if the required data is entered correctly in the current field. This only applies to fields with a fixed data length.
The check box "Enter as TAB" allows the User to use the Enter key instead of the TAB key in most screens.

The check box "Save/Restore Workspace" enables the following behaviour: When IDEP/CN8 quits the current screen size and position are stored. Also the maximised state is stored. A list of active list screens (e.g. Returns list, Exchange Rates etc.) is saved.
When IDEP/CN8 restarts the screen layout and the active list screens are restored (only their position, not their size).
If the mechanism is switched off IDEP/CN8 will start with the Returns list displayed as usual.

4.4 Function Keys

For reasons of compatibility with IDEP/CN8 for DOS, and for those Users that prefer to work with keystrokes instead of Mouse clicks, many options can also be activated by function keys.

The following function keys are normally active.

F1 : Shows the help text for the currently selected function.
F2 : When pressed on a data entry field, this function key will display a list, from which a value can be selected.
F3 : Exit from IDEP.
F4 : Add.
F5 : Modify.
F6 : Consult.
F7 : Delete.
F8 : Print.

F12 : Refresh.
ENTER : Due to Windows' restrictions, the functionality of the Enter key differs from that in the DOS package. The behavior of the Enter key is controlled by a User preference.
ESC : This key will return to the previously selected function or to the Menu.
TAB / Shift + TAB : Moves to the next entry, or button in a data entry screen. The behavior of the TAB key is controlled by a User preference.
Alt + Arrow Down / Alt + Arrow Up : Same as TAB / Shift + TAB.

Sometimes, a combination of the "*Shift*" key and a function key has to be used, for example "*Shift + F6*". Note, that in the DOS package the combination "*Alt + function key*" is used, which is not always possible in Windows.

The actual meaning of a function key, like in the DOS package, is sometimes context dependent.

4.5 Data Entry and Presentation Facilities

4.5.4 Pick lists

When positioned on a field where it is obliged to enter a pre-defined code from a list, either the Arrow Button at the right hand side of the field can be clicked on or the F2 key can be pressed, which will present a choice of all possible values. The User can choose a value from this list by clicking on the desired value. Depending on the size of the list, two different presentations are used by default:

- a so-called Dropdown Box for short lists, clicking on the desired entry puts its value immediately in the field;
- a selection Window for longer lists, an entry is selected by clicking on it and its value is put in the field by clicking on the OK Button.

In both cases, also the up- and down-arrow keys can be used on the field in which case the possible values will be shown one by one.

Note: when instead of the F2 function key, Alt+F2 are pressed together on a field with a pick-list, always the selection Window is presented and not the Dropdown Box. This allows the User to consult additional information if this is present in the list.

4.5.5 Field Colours

Refer to Section Display Setup

4.5.6 TAB Order

Users who prefer to work with Keys rather than the Mouse, can use the following options.

If **Enter as TAB** in "***Display Setup***" is disabled, then the *TAB* Key is used to jump from one field to the next and to the Buttons. The *Enter* key can be used to activate a Button.

If **Enter as TAB** in "***Display Setup***" is enabled, then the *Enter* key will move the focus to the next element (field or button) that can get the focus. Pressing Enter on the last element will move the focus back to the very first element. The original behaviour of the Enter key (Enter is equivalent to pressing the OK button) is disabled in all windows except lists.

Pressing Enter on a button (e.g. OK or Cancel) will activate the button instead of moving the focus. Pressing Shift + Enter will move the focus to the previous element (just like Shift + TAB would do).
The original behaviour with the (Shift +) TAB key is unchanged.

4.5.7 Sort Order

In many lists presented in IDEP, clicking on the Column Header will perform a "***Sort***" function. For example, clicking on the "*Correct*" Column Header will sort on Correct ("Yes") and Incorrect ("No") entries in the list.

4.6 Notations used in the next Chapters of this Manual

From the previous Sections of this Chapter, it will be clear that most functions of the package can be started in more than one way.

For example:
- The function "***Line Models***" is started by:
- selecting the Main Menu option "*Info PSI*", Sub-option "*Line Models*";
- or by a Mouse Click on the Button "*Line Models*" on the Main Tool bar.
- On the Line **Model** screen itself, the function "***Add Line Models***" can be performed by:
- selecting the Main Menu option "*Actions*" (or by calling the Action list via a click on the right Mouse Button), Sub-option "*Add*";
- or by a Mouse Click on the Button "*Add*" on the context dependent Tool bar;
- or by pressing the Function Key *F4*.

In the next Chapters, for each Function the way it is invoked is indicated in a more brief way.
For the above example, the notation is:
- The function "***Line Models***" is started by "*Info PSI / Line Models*" or by clicking the "*Line Model*" Button.
- The function "***Add Line Models***" is started in "*Info PSI / Line Models*" via "*Actions / Add*" or by clicking the "*Add*" Button or by the *F4* Key.

Other conventions are:
- Function names are written in Bold & Italic: "***Function***".
- Menu options, Button names, etc. to start functions are written in Italic: "*Menu*".

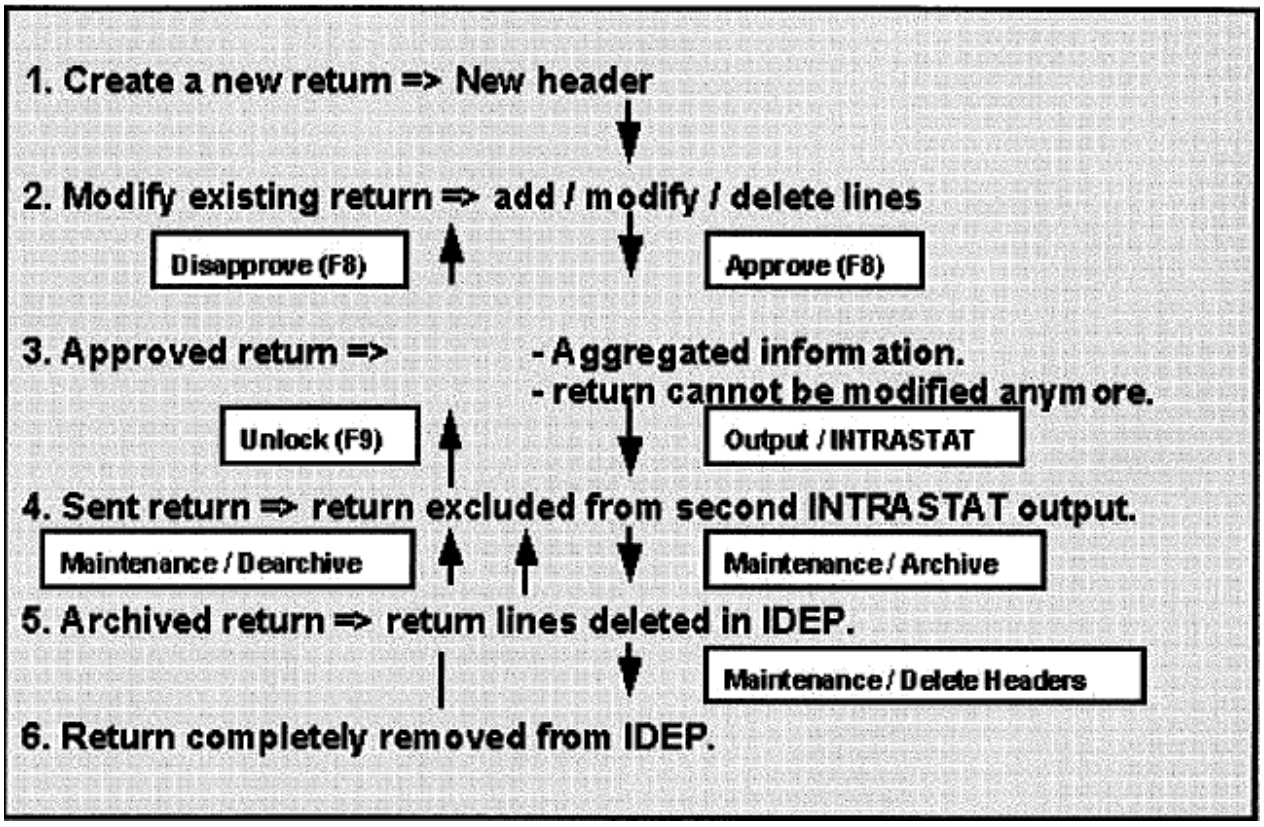
- Field names are written in Bold: **Field**.

5. RETURN

5.1 The Life Cycle of a Return

All actions related to the **INTRASTAT return** can be executed by activating the Menu bar option "*RETURN*".

The following scheme gives an overview of all **main actions** that can be performed on a return. The use of the corresponding Menu options and function keys in the software are described in the following Sections.


1. Create a new return => New header
2. Modify existing return => add / modify / delete lines
Disapprove (F8)
Approve (F8)
3. Approved return =>
- Aggregated information.
- return cannot be modified anymore.
Unlock (F9)
Output / INTRASTAT
4. Sent return => return excluded from second INTRASTAT output.
Maintenance / Dearchive
Maintenance / Archive
5. Archived return => return lines deleted in IDEP.
Maintenance / Delete Headers
6. Return completely removed from IDEP.

The various steps in the life cycle of a return are as follows.

STEP 1: **Create a return header** which identifies a new return.

STEP 2: **Modify** the return by changing the return **header,** or by adding, deleting or modifying **lines**.

Note that lines can be added.

- Manually

- By means of **Line Models**.
- By copying information from other returns
- Via the import facility

The complete return can be deleted, in which case no further steps can be taken.

STEP 3: **Approve** the return before INTRASTAT output can be completed.
At the moment of approval the return lines are **aggregated**
Once the return is approved it can not be modified or deleted anymore. If the User still wishes to make modifications, the return can be **dis-approved**.

STEP 4: A return can be processed as **official output** once only, then it is **locked** from being processed again. A return can be **unlocked** in case the data in the message has been corrupted.

STEP 5: If a return is not needed "on-line" anymore, it can be **archived**. This means that the return is put on disk and the return lines are deleted in the database.

The archived return can still be put back in the database via the **de-archiving** function.

STEP 6: After STEP 5, the header of an archived return remains accessible for reference purposes. If however, this reference is not needed anymore, it can be **deleted**.

5.2 Edit Returns

5.2.4 Introduction to Data Entry of INTRASTAT Information

Actions related to the creation and updating of INTRASTAT returns are started under the Menu option "*Return / Edit Returns*" or by clicking the "*Edit Returns*" Button

A return consists of one return header and several return lines. Therefore the creation of a return basically consists of two steps.

1. First the **Return Header** is created, in which the **Statistical Period** and **Flow** are specified.

2. Once the header is created, the **Return Lines** can be added to this return header.

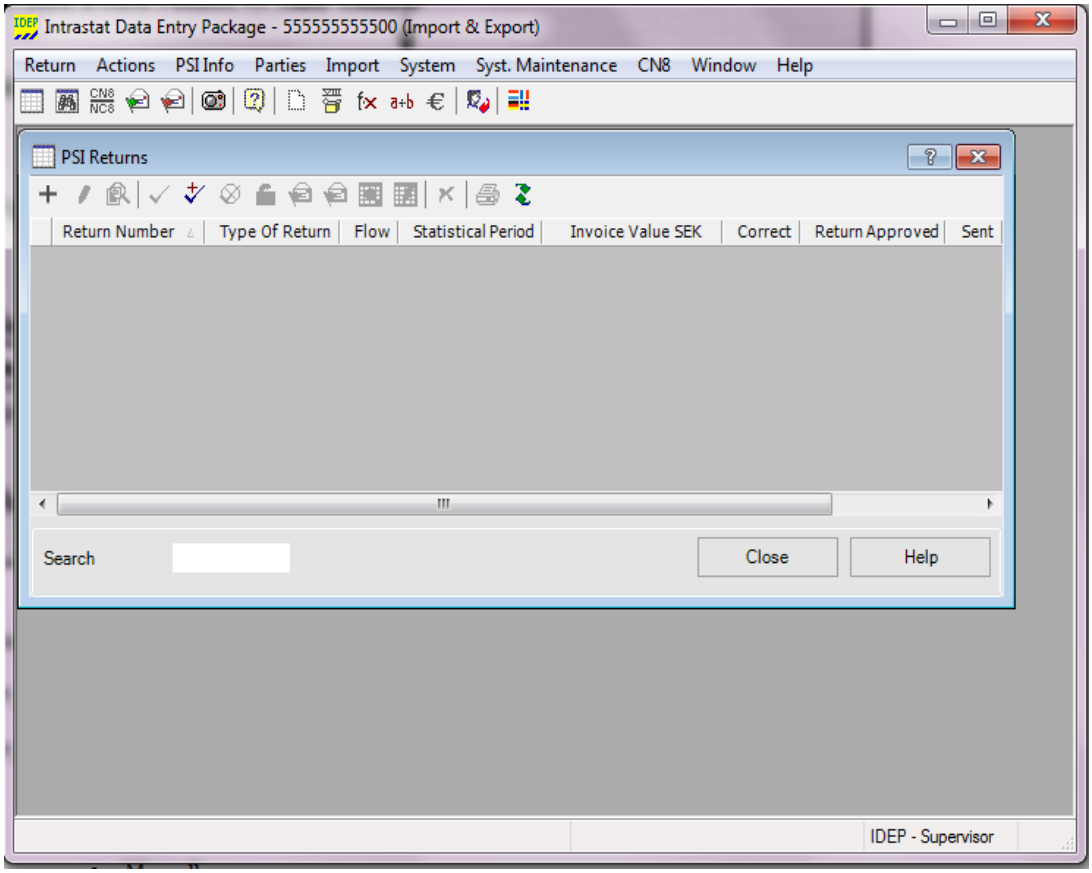
Return lines can be added in several ways.

- **Manual data entry** is the simplest way.
- By means of **Line Models**.
- By **copying** information from other returns.
- Via the **import** facility.

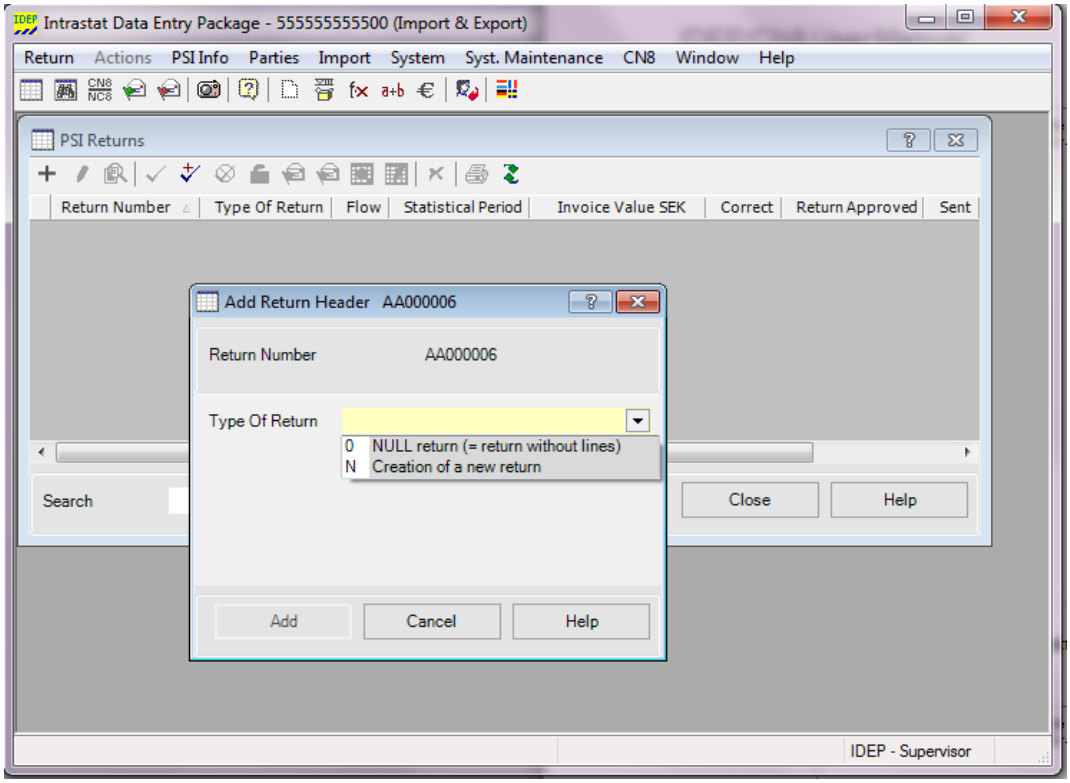
Modifying an existing return can be related to modifying the return header or adding, deleting or modifying return lines.

5.2.5 Create the Return Header

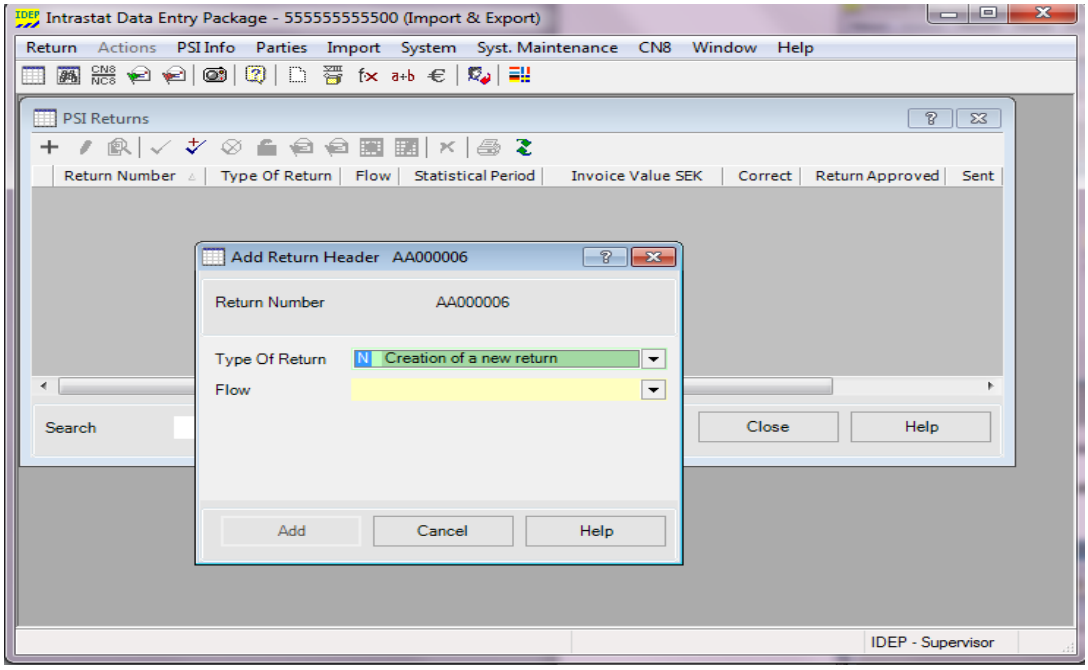
STEP 1: Select "***Return / Edit Returns***" or click on the "*Edit Returns*" Button. The PSI Returns overview is presented.
Note, that after creation of a PSI, the PSI Returns overview is presented by default after starting up the package.



STEP 2: To "***Add a Return***" to the list of returns of the current PSI, use "*Actions / Add*" or click the "*Add*" Button + or press *F4*. Enter the **Header** information, which is common for all the return lines.
In first instance, the **Return Type** has to be selected.
If enabled by the CNA, the **Return Type** is preset to "Creation of a new Return", else the field is empty.


Intrastat Data Entry Package - 555555555500 (Import & Export)
Return Actions PSI Info Parties Import System Syst. Maintenance CN8 Window Help
PSI Returns
Return Number Type Of Return Flow Statistical Period Invoice Value SEK Correct Return Approved Sent
Add Return Header AA000006
Return Number AA000006
Type Of Return
0 NULL return (= return without lines)
N Creation of a new return
Search
Close Help
Add Cancel Help
IDEP - Supervisor

After selection of the **Return Type**, other Header fields that need to be entered become visible.


Intrastat Data Entry Package - 555555555500 (Import & Export)
Return Actions PSI Info Parties Import System Syst. Maintenance CN8 Window Help
PSI Returns
Return Number Type Of Return Flow Statistical Period Invoice Value SEK Correct Return Approved Sent
Add Return Header AA000006
Return Number AA000006
Type Of Return N Creation of a new return
Flow
Search
Close Help
Add Cancel Help
IDEP - Supervisor

After having entered all fields, click on *Add* to save the information.

NOTE 1: When the User creates or modifies a return header **and** there is no declaration with the same **Flow** and **Threshold Category** created **and** sent for the previous month, a message is displayed to warn him that he didn't produce and/or send a declaration for the previous month.
This message is not displayed when the **first** declaration is created.

NOTE 2: It is not possible to create a return for a **Statistical Period** outside the validity years of the package.

NOTE 3: It is not possible to create a return with a **Statistical Period** after the current month.

NOTE 4: Creating a return with a **Statistical Period** in the previous year, is only possible if the CNA has created an IDEP package that is valid for two years.

STEP 3: Now that the return header is created for a certain flow and period, the return lines can be added.

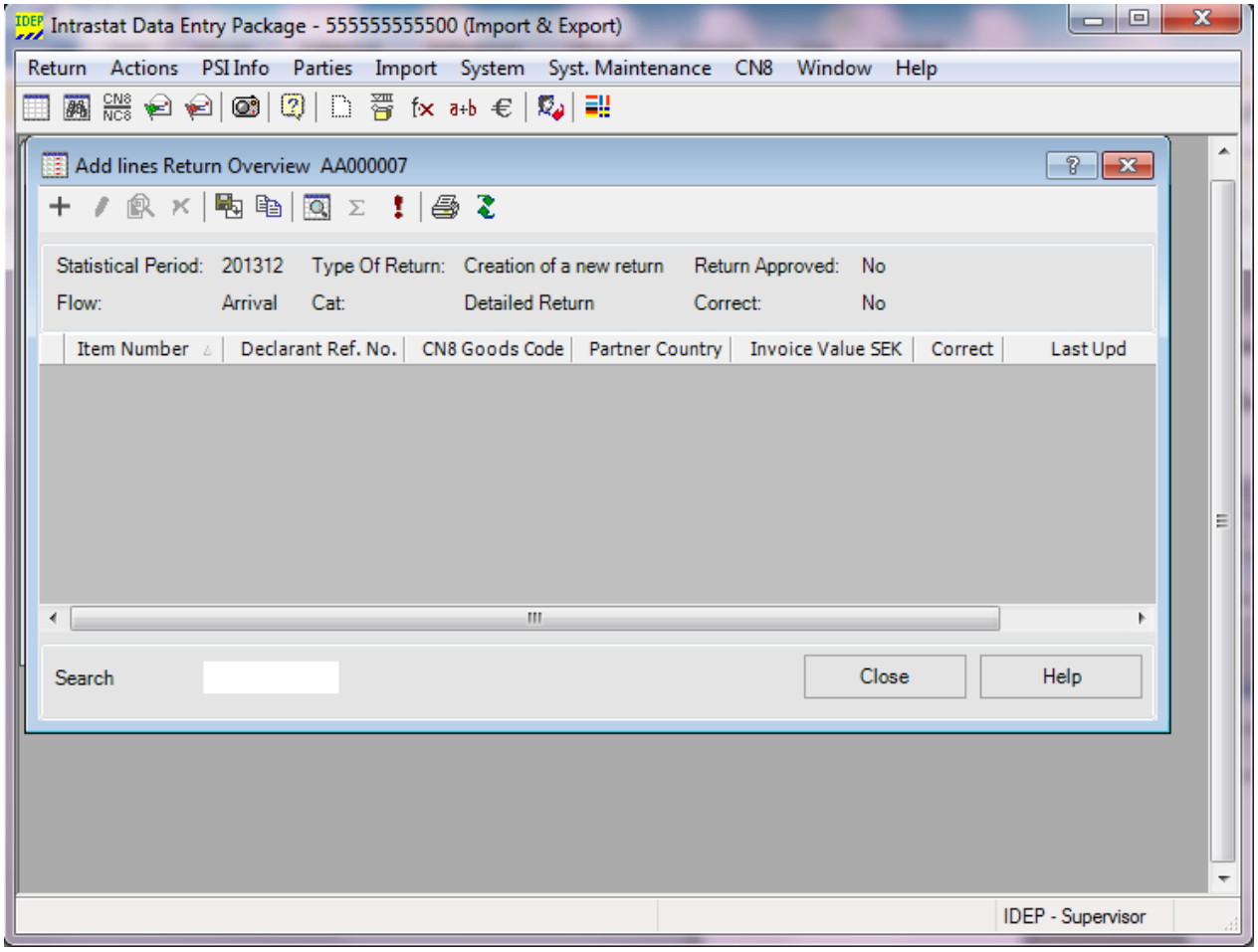
5.2.6 Adding Return Lines to the Header

5.2.6.1 Introduction

When the return header is created, return lines can be added for all types of returns, except for delete or nil returns, which by definition have no lines.

"***Modify Return***" for a new or existing return is either automatically started after creation of the header, or it can be manually started by selecting the return (click on it) and clicking the "*Modify*" Button, or selecting "*Actions / Modify*", or by the *F5* key.

The User will now see the "Return overview" of the return lines, which is still empty in this stage. Summary header information is displayed.

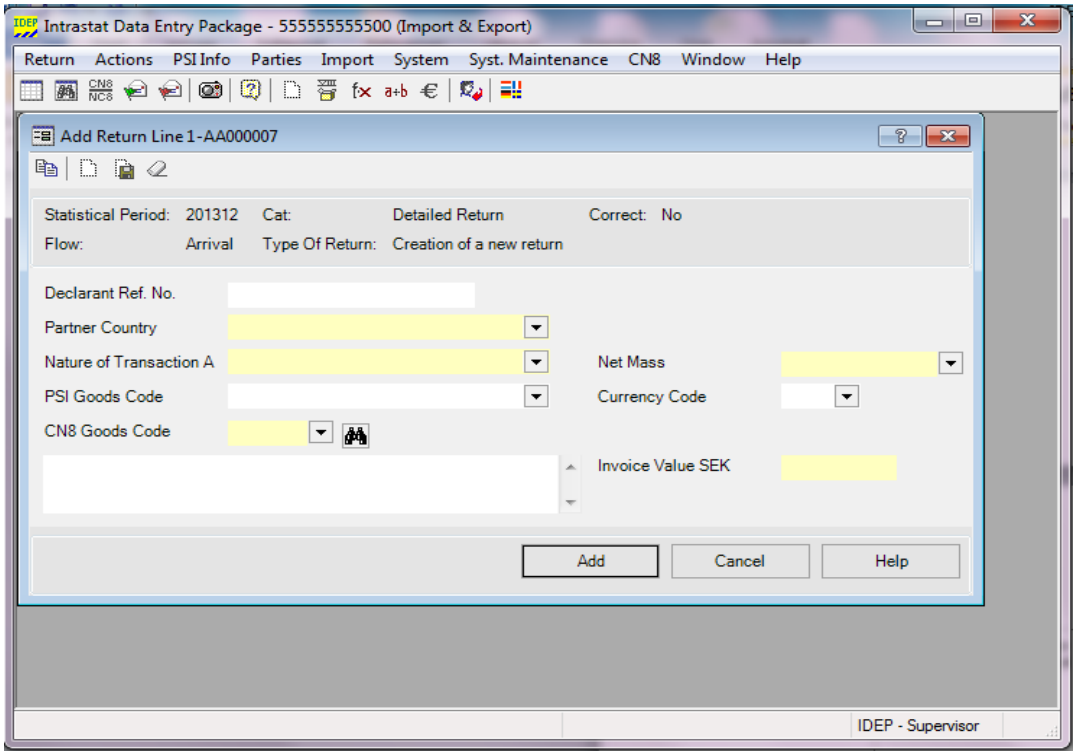


Return lines can now be added in several ways.

- **Manual data entry** is the simplest way
- By means of **Line Models**
- By **copying** information from other returns
- Via the **import** facility

5.2.6.2 Manual Data Entry of Return Lines

STEP 1: The function "***Add Return Lines***" is started via "*Actions / Add*" or by clicking on the "*Add*" Button +, or by the *F4* Key, to add a return line manually. This will present the detailed "Return Line" entry screen.



IDEP provides utilities to make the manual entry of data easier. They are described in the following Section. General remarks for data entry are:

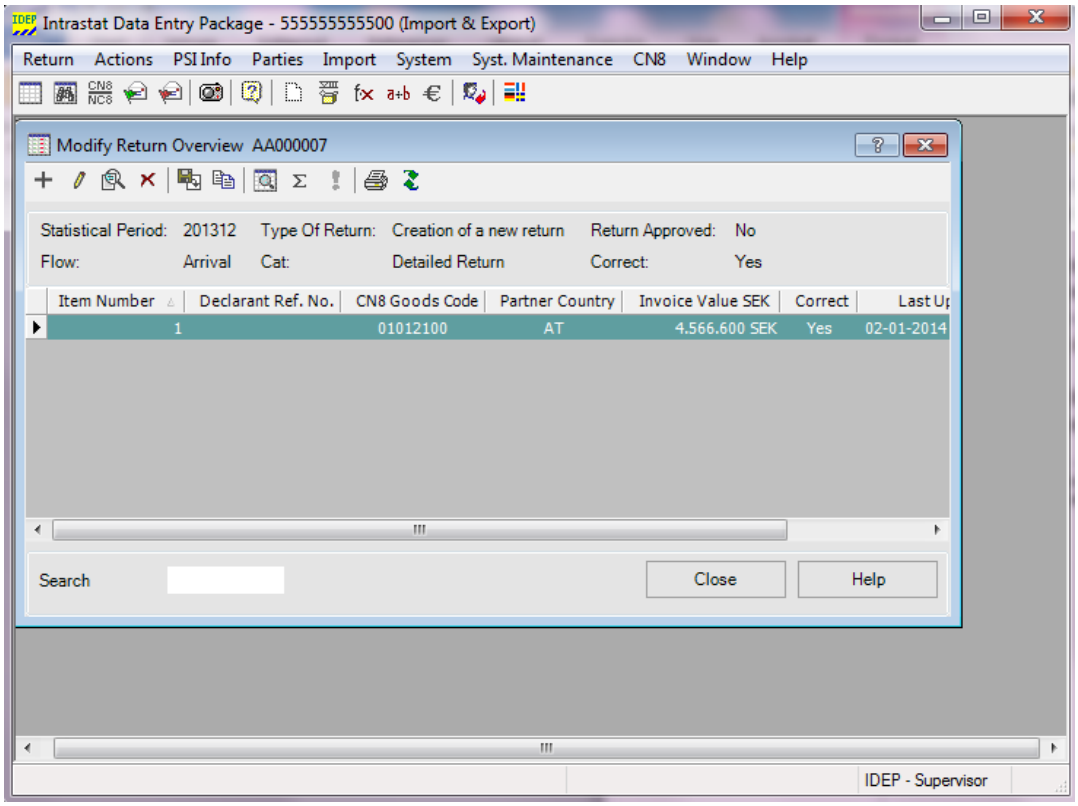
The data can be entered in a random order. Note however, that certain items have influence on the behaviour of other items. For example, entering the Nature of Transaction A may, if applicable, pop-up a new field for Nature of Transaction B. The TAB key or the Enter key (if enabled by the User in the "System / Display Setup" function.

When data is entered manually through the keyboard, IDEP can be instructed to automatically jump to the next field when the data that has been entered was correct. In this case, the User doesn't have to enter the *TAB* after entering the value. Of course this mechanism only works for fields in which data with a fixed length must be entered.
The facility is enabled or disabled by clicking on the check box **Automatic TAB** in "System / Display Setup".
When a field value that was previously entered is selected, by double-clicking or by using the *TAB* key, a new value that is entered replaces the previous one. If the User just wants to add a character to the field, he has to position in the field using the mouse or arrow keys.
After filling in the last field on the screen the information is saved by clicking the "*Add*" Button. If some of the required information is still missing or one of the so-called Quality Checks fails, the program will present a warning message regarding the missing data. However, the User can also choose to save an in-complete line, in this case the line will be marked as "Incorrect".

If enabled by the CNA, at the time a line is being saved ("*OK*" or "*Save*" button pressed) it will be checked if, for the current declaration, a line with the same combination **Declarant Reference**, **CN8 Code** and **Invoice Value** already exists. If this is the case a warning message will be issued: "*This line already seems to be entered*". The message will be combined with other warnings, for example the above quality checks, if applicable.

The "*Clear All*" Button can be used to clear all fields on the screen.
A new screen will be provided automatically for data entry. To stop adding lines, simply press <ESC> or click on the Cancel Button. The last (still empty) Line will not be added to the declaration.

STEP 2: After adding lines the "Return overview" screen is presented, the User now sees that the new line is added to the list.



The list is presented to the User in modify mode. If he wishes to "***Modify***" information for a specific line, he has to select that line and press Enter**,** or *double click* on the line, or use "*Actions / Modify*", or click on the "*Modify*" Button or use the *F5* Key.

The function "***Consult Header***" is started via "*Actions / Header*" or clicking on the "*Header*" Button or by the *F11* Key. Here the User can consult the updated Header information.

Declarant Ref. No.

The User can define reference to business data, e.g. invoice item number.

Partner Country

In the case of dispatches, the country code is given for the last known recipient EU member state. In the case of arrivals, the country code is given for the dispatching member state. Country code is selected in IDEP from an option list.

Nature Of Transaction A

Give the one-digit code according to the table below, which shows the type of transaction involved for each commodity item. Transaction type is selected from an option list in IDEP.

PSI Goods Code

The in-house PSI Goods Codes can be used within the package instead of the official CN8 Goods Code list. It is required to define a relationship between a PSI Goods Code and the corresponding CN8 Goods Code.

CN8 Goods Code

The commodity code (also called the CN code) consists of the first eight digits of the commodity code shown in the customs tariff. Search of commodity codes can be made in IDEP/CN8. An automatic description of the commodity will appear.

Suppl. Units

Supplementary unit is to be given for certain commodities, for instance, litre, piece and pair. IDEP specifies the supplementary unit that is to be used when required.

Net Mass

Give the commodity item's net mass excluding packaging. Net mass does not need to be given for certain commodities. IDEP informs when net mass does not need to be given.

Currency Code

The invoiced amount is given in Swedish crowns (SEK). If another currency is used, the amount is automatically converted to SEK in IDEP. Note! The currencies have to be updated every month. In IDEP it can be done automatically.

Invoice Value SEK

The invoiced value is the invoiced amount for commodities, including costs for freight and insurance if these are to be included in the invoice according to the terms of delivery. If an invoice amount is missing, the commodities are reported at the amount, which would have been invoiced in the event of a normal sale or normal purchase.

The invoiced amount is given in Swedish crowns (SEK). If another currency is used, the amount is automatically converted to SEK in IDEP. Note! The currencies have
to be updated every month. In IDEP it can be done automatically.

5.2.6.3 Utilities for Manual Return Line Data Entry

Note that the following **utilities** are provided on the "Return Line" data entry screen**.**

Pick lists.

When positioned on a field where it is obliged to enter a code, the Arrow Button at the right hand side of the field can be clicked on, which will present a choice of all possible values. The User can choose a value from this list by clicking on the desired value.

Copy values of a previously created return line.

When adding a second return line in the same session, it is possible to copy the values of a previously created return line for the same declaration.

This is possible by using the *F6* Key or the "*Copy*" Button, on the "Return Line" detail screen.

PSI Goods Codes.

The in-house PSI Goods Codes can be used within the package instead of the official CN8 Goods Code list. It is required to define a relationship between a PSI Goods Code and the corresponding CN8 Goods Code. Please note the following.

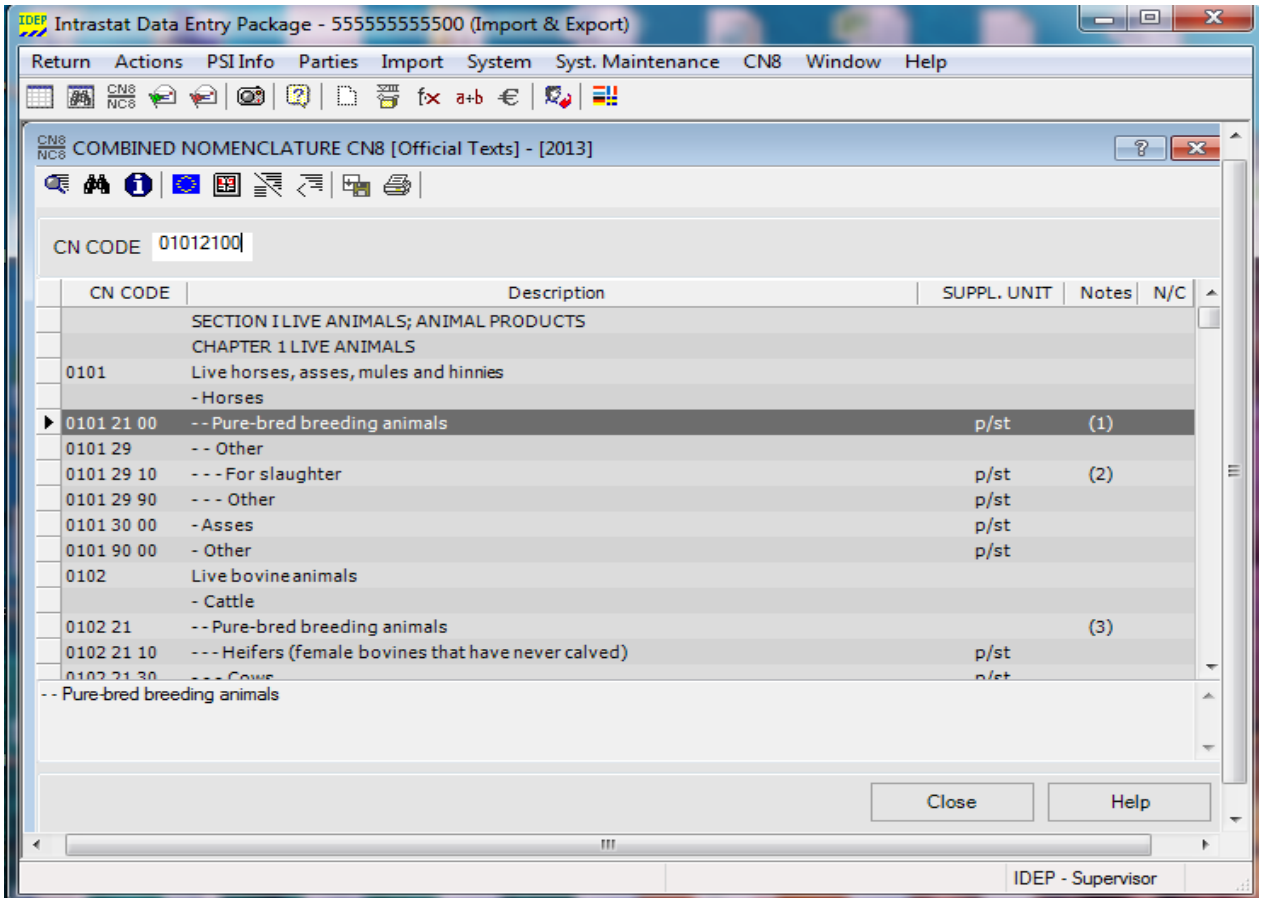
- If the User has not (yet) defined any PSI Goods Codes, the field is skipped when using the *TAB* key.
- If the field Goods Description is given the requirement "Optional and not Sent" by the CNA, it will be a consult-only field on the line and model screen in the PSI package.
- It is possible to connect a Net Mass Calculation Factor to a PSI Goods Code. If this is the case, the Net Mass is automatically calculated when the number of Supplementary Units is entered.
- If the User entered a PSI Goods Code, but changes the CN8 Code, the PSI Goods Code field is cleared and the Self-Explanatory Text, or the Additional Goods Code Text (whichever is applicable) is copied to the Goods Description field.
- The Net Mass is not automatically calculated when the Supplementary Units are entered because the Net Mass Calculation Factor is linked to the PSI Goods Code that has been cleared.

- As an exception, only the “large list” for PSI Goods Codes is supported, so the function Key F2 becomes Alt+F2. Note, that only Valid PSI Goods Codes are presented on the F2 Key and can be selected in the PSI Goods Codes field in a Return Line. The validity of PSI Goods Codes is checked at start-up of the package after an upgrade.

Access to CN8.

If the User does not wish to work with PSI Goods Codes, he can find the correct CN8 Goods Code by the *F2* Key on the field CN8 Goods Code.

The User now has access to all the CN8 search facilities, see the CN8 User manual for details about using the CN8 program.


Intrastat Data Entry Package - 555555555500 (Import & Export)
Return Actions PSI Info Parties Import System Syst. Maintenance CN8 Window Help
COMBINED NOMENCLATURE CN8 [Official Texts] - [2013]
CN CODE 01012100
CN CODE Description SUPPL. UNIT Notes N/C
SECTION I LIVE ANIMALS; ANIMAL PRODUCTS
CHAPTER 1 LIVE ANIMALS
0101 Live horses, asses, mules and hinnies
- Horses
0101 21 00 - - Pure-bred breeding animals p/st (1)
0101 29 - - Other
0101 29 10 - - - For slaughter p/st (2)
0101 29 90 - - - Other p/st
0101 30 00 - Asses p/st
0101 90 00 - Other p/st
0102 Live bovine animals
- Cattle
0102 21 - - Pure-bred breeding animals (3)
0102 21 10 - - - Heifers (female bovines that have never calved) p/st
- - Pure-bred breeding animals
Close
Help
IDEP - Supervisor

The User can return the highlighted CN8 Code to the return line data entry screen in IDEP by pressing <ALT+S> or the *"Return this code to IDEP"* Button or by double-clicking on the selected code. The system will ask if the User wants to return the selected value to IDEP or not. Note that also the Goods Description (the Self-Explanatory Text or Additional Goods Code Text) is returned (first 140 characters).

Note, that besides the CN8 Goods Codes as found in the CN8 Nomenclature and the above two special codes, also ranges of codes in "Chapter" 98 and 99 (codes starting with 98 or 99) may be allowed (as defined by the CNA).

Additional Goods Code.

If required by the National Administration, an Additional Goods Code ("9th digit of the CN8 Code") may be required. This Code can be Mandatory for certain CN8 Codes, i.e. the User must select an Additional Code from the list and is not allowed to enter just the CN8 code.

Goods Description.

Also when the User enters the CN8 Code directly (without going to the CN8 package), the corresponding Self-Explanatory Text, or Additional Goods Code Text (whichever is applicable) is copied to the Goods Description field.
If the field Goods Description is given the requirement "Optional and not Sent" by the CNA, it will be a consult-only field on the line and model screen in the PSI package.

Values that may include Decimals.

In some Value fields the User can enter decimals to improve the accuracy. The decimal separator entered must be the one defined in Windows for that purpose. The User is warned by a Beep if he tries to enter a wrong separator.
If the User tries to enter a decimal symbol in a Value field where no decimals are allowed, a message is presented.

Net Mass Calculation Factors.

The User can define a list of Net Mass Calculation Factors in order to calculate the Net Mass (in Kg) from the value for the number of Supplementary Units or the other way around, see next paragraph "*Supplementary Units*".

If a Net Mass Calculation Factor is attached to a PSI Goods Code that is entered in the line, the Factor is automatically applied when the number of Supplementary Units is entered.

Supplementary Units.

The field Supplementary Units has a prompt (F2) function and a button. This allows the User to select a Net Mass Calculation Factor (corresponding to the Supplementary Unit Qualifier of the CN8 Code). Once the User has entered the Net Mass, the number of **Supplementary Units** will be calculated after selection of the Net Mass Calculation Factor: Net Mass / Net Mass Calculation Factor. The number will be rounded. The calculation is executed once.

If set by the CNA, a warning message is issued if the entered or calculated number of Supplementary Units is greater than a specific limit in order to avoid great discrepancies.

The length of the Supplementary Units field is defined by the CNA. The User can add a maximum of 4 decimals to obtain a better precision.

Exchange Rates

The User can define a list of Exchange Rates in order to calculate values in local currency from the value in foreign currency.

5.2.6.4 Data Entry through Models

Most of the time a PSI has a number of fixed Trading Partners. The transactions for these Partners will often be very similar with the exception of values and quantities.
In order to avoid entering the same data over and over again, the User can define a number of Models that already contain the field values which are always the same (e.g. Partner VAT Number, Partner Country, CN8 Goods Code,...).

The following procedure describes the use of the Line Models.

STEP 1: When adding a return line from the Return Overview list, press the *F9* Key, or click on the "*Model*" Button The list of Models defined for the given Flow of the current PSI is now shown.

STEP 2 : Select the Model to be used for the data entry of the return line and press Enter or click *OK*. All values of the Model will be automatically entered in the return line fields. The cursor will be positioned on the first entry field of the return line screen.

5.2.6.5 Copy Lines from another Return

This Section explains the use of the facility to copy lines from one return to another return.

On the Return Overview screen, the Return to copy lines to is selected. Then the "***Copy Lines***" function is started via "*Actions / Copy*" or by clicking on the "*Copy*" Button or by the *SHIFT+F6* Keys. For the selected return, the User can specify the range of return lines he wants to copy into the new return. By default all the lines are copied.

NOTE: Return lines can be copied **from any return** (a **Flow** or **Threshold Category** other than the current return), which could mean that too much or too little information is copied, or codes with validity dates are outside the current range. Therefore a validation process is carried out. Redundant information is blanked out. Missing or in-correct information marks the return line as in-correct.

Note that lines can also be copied from one area of the same return to another area.

5.2.6.6 Usage of the Import Function

The **Return Lines** can be imported for a given return from a file outside IDEP.

The import format (specifying the physical format and logical file layout) has to be defined before this function can be used.

All lines in an import file have to be related to the same return (i.e. same **Statistical Period** and **Flow**).

The following procedure describes the use of the import function**.**

STEP 1: Call the "***Import Return Lines***" function for the selected return via "*Actions / Import*" or by clicking on the "*Import*" Button or by the *F9* Key, on the Modify Return Overview screen.

The list presents the defined Import Formats for the flow of the return. Select the name of the Import definition.

STEP 2: Select the name of the Import file.

The name may refer to a WEB location (a WEB-file):
The name of the web file must start with HTTP//domain/ or FTP://domain/ (thus HTTPS:// is not supported).
As soon as the minimal required part of a web file name (URL) is entered in the pathname field (e.g. HTTP://domain/somefile.txt) the field will be marked as correct (IDEP will not check if the file actually exists).
It will not be possible to browse for such a file using the file selection dialog t hat is normally used, therefore the following "*Specify Path*" dialog is skipped.

In the box "Files of Type", a selection can be made between the default type for the selected format, or all files. This can be useful if the file doesn't have the default extension.

STEP 3: This STEP is different in case a WEB-based file has been selected. For a "normal" file, the following procedure applies:

When the path and name of the import file have been selected, the import selection screen re-appears. If the import format type requires an **External Name**, i.e. the name of the database table in Access or the Tab name in Excel format, an additional field is presented in which this Name can be entered.
The name is pre-set if it was already defined in the import format or if there is only one table or Tab name found in the given import file.

STEP 4: This STEP is different in case a WEB-based file has been selected. For a WEB-based file, the following procedure applies:

Once the URL has been entered in the file name field, it will not yet be possible to present a list of tables (or sheet names) as the file must be downloaded first to be able to present this list.

If, in the import dialog, an URL has been typed as file name to import, the browse button (...) will change into a green 'GO' button.

To download the file, simply press this button. If the file could not be downloaded the URL will be shown in red and a message will be displayed.
As long as the green browse button has not been pressed with success, the OK button will remain disabled.

If the file could be downloaded (into a temporary file) the browse button (GO) will assume its normal colour and text and the file name field will be shown as green. Furthermore, if more information is required to start the import, the appropriate fields will be enabled. In particular, it will be possible to select an external name (sheet or table name) as IDEP has downloaded the file and can access is directly to obtain and validate this information. See STEP 3 for the selection of the external name for a "normal" file.

STEP 5: The import process starts after clicking the OK Button. When the data from the import file is imported into IDEP, every field is **validated** according to the field requirements of the **Threshold Category** of the current return.
When the import process has finished, the import log file can be consulted in "*System / View Import-Log*" to see if any error occurred.

NOTES:
For the fields **Statistical Value**, **Invoice Value** and **Net Mass**, automatic calculation can take place during import, provided that the data is available in the import file to perform these calculations.

The field CN8 Goods Description, when required, is automatically copied from the Self Explanatory CN8 text, when the field in the import file is empty.

If values in the User's import file are provided with decimals and the decimal separator symbol in the import file differs from the one defined in Windows' Regional Settings, the import results will be wrong.
For example: the import file uses the comma ',' as a decimal symbol, but in Windows the dot '.' has been defined. A value of 123,45 will result after import in a value that is 100 times higher, i.e. 12345.
The IDEP import process will detect this problem and mark imported lines in this case as Incorrect. However, when these lines are consulted, they will look correct – only some values will be 100 times too high. The import log file needs to be consulted in "*System / View Import-Log*" to see exactly which errors occurred.

When a **CN8 Code** is imported all spaces are removed from this code. This is done because in some cases the **CN8 Codes** used in import files contain spaces that separate the different CN8 levels.
This behaviour does not apply to the SDF import format.

The value of some fields in a Return Line defines the possible value(s) and other characteristics of other fields. Examples are **Nature of Transaction A**, which defines the possible values of **Nature of Transaction B**, and **Statistical Value** which may control the requirements of other fields in the line.

If during import it is detected that such a field has erroneous contents, the other (depending) fields available in the import file will be imported anyway (that is, physically stored in the database). The line as a whole will be marked incorrect, thus it still needs manual correcting after import.

Once a correct value for the field in error is entered in the line, the relevant and dependent imported values will appear. These values may however themselves be incorrect.

When saving the corrected line, the non-required fields will be cleared and not saved in the database regardless whether the line is correct or not.

If a value to be imported is wrong altogether (e.g. text in a numeric field) it will not be stored in the database and will not be visible anymore when correcting the line.

5.2.7 Multi-PSI Import

In addition to importing the lines for one declaration at a time, IDEP/CN8 offers also the possibility to import the information of multiple **PSIs** for multiple **Statistical Periods** and both **Flows** in one session.

5.2.8 Modify, Delete or Consult Return Information

Modifying, Deleting or Consulting a return can be related to the header data (the PSI Returns list), or to the list of return lines (the Return Overview). A return can only be modified or deleted if it has not yet been approved. Consultation of the return is always possible.

Select the “PSI Returns list” under the Menu option "*Return / Edit Returns*" or by clicking the “*Edit Returns*” Button.

5.2.8.1 The Return Header

To "*Modify Headers*" select the return that has to be modified and use "*Actions / Modify Header*".
Note, that only the fields First Return, Last Return, Flow and the Statistical Period can be modified. In all other cases, a new Return Header has to be created; the line data may be copied from the original return using the "*Copy*" function
To "*Delete Headers*" select the return that has to be deleted and use "*Actions / Delete*" or the "*Delete*" Button or the *F7* Key.
It is possible to select a range of returns to be deleted, which could be a mix of 'delete-able' and 'non-delete-able' (already Approved) returns.

To "*Consult Headers*" select the return that has to be consulted and use "*Actions / Header*" or the "*Header*" Button or the *F11* Key.

5.2.8.2 Return Lines

To "*Modify Return Lines*", or "*Delete Return Lines*", *double click* on the return that has to be modified. Instead of double clicking, "*Actions / Modify*" or the Button "*Modify*" or the *F5* Key can be used after selecting a return from the list.
The "Return Overview" is now presented in modify mode for that return.

- To "*Modify Return Lines*", *double click* on the return line that has to be modified. The Detailed Return Line screen is presented in modify mode for that line. Instead of double clicking, the Button "*Modify*" or the *F5* Key or "*Actions / Modify*" can be used after selecting a return line from the list. The Buttons "*Next*" and "*Previous*" can be used to select other lines in modify mode, without having to leave the screen. Clicking on the left or right part of these Buttons will jump to the top respectively the end of the list.
  The "*Clear All*" Button can be used to clear all fields on the screen.

- To "*Delete Return Lines*", the Button "*Delete*" or the *F7* Key or "*Actions / Delete*" can be used after selecting a return line from the list.

To "*Consult Return Lines*, "*Actions / Consult*" or the Button "*Consult*" or the *F6* Key can be used after selecting a return from the list.
The "Return Overview" is now presented in consult mode for that return.

- To "*Consult Return Lines*", *double click* on the return line that has to be consulted. The Detailed Return Line screen is presented in consult mode for that line. Instead of double clicking, the Button "*Consult*" or the *F6* Key or "*Actions / Consult*" can be used after selecting a return line from the list. The Buttons "*Next*" and "*Previous*" can be used to select other lines in consult mode, without having to leave the screen. Clicking on the left or right part of these Buttons will jump to the top respectively the end of the list.

5.2.8.3 Totals by Reference Overview

When a return is selected on the Return Overview (either in Modify or Consult mode), via the *SHIFT+F7* Key, or the "*Totals by Reference*" Button or "*Actions / Totals by Reference*", an overview is presented of the total values of the selected return, accumulated by Declarant Reference Number. This overview enables an easy comparison between the INTRASTAT data entered and the PSI's financial administrative data.
This function is only available for detailed return lines, not for aggregated lines.

A sorted presentation on Reference Number can also be made in the detailed return lines overview, by clicking on the column header of the Reference Number column.
Please note that the sorting is in alphabetical order rather than numerical order. This means that purely numerical Reference Numbers may not be correctly sorted (1, 2... 10, 11 will be ordered 1, 10, 11... 2, 21 ...).

5.2.8.4 Error Overviews

It is possible that lines containing incorrect values are imported, or lines in which data is missing are saved. If a return line contains an error, it is marked as incorrect. The User can recognise the erroneous lines by the flag Correct (Y/N) in the Return Overview (for each line in a declaration) or the List of Returns (for the whole declaration).
A list of erroneous returns is presented on the "*Return / Overview Declarations*" screen after selection of the appropriate check box.

A list of erroneous lines is presented when an erroneous return is selected in the PSI Returns list, "*Modify*" or "*Consult*" is chosen (see above) and the "*Error list*" option is selected via "*Actions / Errlist*" or the "*Erroneous Lines*" Button or the *F8* Key.

Closing this list via the *Close* Button, *Cross* Button, *Cancel* key or "*System / Exit"* (*CONTROL+F4*) will return the list to its "normal" state, i.e. showing all lines.

Correct the lines one by one, in the same way lines without errors would be modified. Once the line is corrected, it will disappear from the list of erroneous lines. Once all erroneous lines have been corrected, the return will become correct. The Buttons "*Next*" and "*Previous*" can be used to select other erroneous lines in modify mode, without having to leave the screen. Clicking on the left or right part of these Buttons will jump to the top respectively the end of the list.
A list of the erroneous lines, including all fields, can be printed or exported to disk in the formats available for *"Draft Output"*. This option is found in "*Return / Draft Output Returns*" or by clicking on the "*Draft Output*" Button.

5.2.9 Save Return Line as a Line Model

The function "*Save As Line Model*" is started via "*Actions / Save As Line Model*" or by clicking on the "*Save As Line Model*" Button or by the *F12* Key. The function is only available in the Detailed Return Line Screen.

This function will create a model for the Flow of the current Return and save all data entered so far in the Return Line.
It will prompt for the name and description of the model, this prompt can be cancelled. If an existing name is entered or selected from the available picklist, it will update the fields of that line model after confirmation by the user.

5.3 Draft Output Returns

The "*Draft Output Returns*" function is selected by "*Return / Draft Output Returns*" or by clicking the "*Draft Output*" Button

The draft output functions allow the User to extract a range of returns for a given PSI either on paper or on disk. Note that this kind of output is **only for internal use**. It should not be sent to the CNA ! Draft output includes detailed return lines or aggregated return lines, when the User checks the appropriate box. Aggregated information is only available for Approved returns. It is possible to create draft output for erroneous lines only.

It is also possible to invoke "*Draft Output Returns*" directly from within the Header list by the "*Alt + F11*" key or "*Actions / Draft Output"*. In that case, the range of return numbers (From Number – To Number) is initialised with the return number range of a selection made in the Header list (or the current return number if there is only one return selected).

5.3.4 Draft Output Format

This option allows the definition by the PSI of the type of output, for example Text, dBase, Excel, and the fields to be included in the output. Multiple formats can be defined, which can be selected at the creation of draft output or erroneous lines output.

5.3.5 Draft Output / Print

This option provides draft output in printed form. The program automatically inserts line breaks if the fields defined in the format don't fit on the same line.
All defined Draft Formats can be applied, only the Draft Order is used for the layout.
The User can choose if he wants the information to be printed in portrait or landscape format.

5.3.6 Draft Output / Disk

This option provides draft output on hard disk or diskette.
All defined Draft Formats can be applied.
The User has to specify the filename and path. The specified path must be outside the IDEP/CN8 installation itself (for example in My Documents).

Except for Excel and Access Draft Formats, always two files are created, one file for the selected headers (prefix "H_") and another file for the return lines corresponding to the selected headers (prefix "L_"). The prefixes are automatically assigned.
For Excel one spreadsheet is created with TABs Headerlist and Linelist, for Access one database is created with Tables Headerlist and Linelist.
Note, that if the User selects the Draft Format *"HTML"*, it is only possible to create draft output for **one declaration**.
If the User defines an existing filename, it will be overwritten after confirmation.

5.4 INTRASTAT Output Returns

This function allows the User to create the **official declaration for the CNA**.

The medium the User is allowed to use to send the official output by (diskette, telecom, e-mail) is determined by the CNA. The User can restrict the allowed official output to the default type used by his Company in the "System \ Administrative Parameters" screen.

INTRASTAT output can be processed for the current PSI, or in the case of a Third Declarant for all PSI's at once.

The process of generating INTRASTAT output consists of two steps.

1. Approval of the returns ready for INTRASTAT output.
2. Generation of the INTRASTAT output.

5.4.4 Return Approval / Disapproval

To create the official output the User must first approve the declaration(s) concerned.
In the list of "PSI Returns", the declaration(s) to be approved must be selected.
It is possible to select a range of declarations to be approved, which could be a mix of 'approvable' and 'non-approvable' declarations.
A Third Declarant has the possibility to invoke the "***Approve All***" function which approves all eligible declarations for all PSIs. In Denmark this function is available for PSIs as well.

The function "***Approve***" is executed via "*Actions / Approve*" or by clicking the "*Approve*" button or by the *F8* key.

If a range is selected the eligible declarations will be approved.
If a declaration contains many lines, approving may take some time; a progress bar will therefore be shown.

If a range of returns is being approved, a confirmation message will be issued for each return being processed. Error messages will be suppressed that are not very meaningful.

In the list of "PSI returns" the flag "Return Approved" is now set to Yes for the return(s) concerned.

For Third Declarants, the function "***Approve All***" is executed via "*Actions / Approve All*" (available when PSI Returns overview is selected) or via "*Parties / Approve All"* (always available). A confirmation is requested from the User. This function will approve all eligible declarations for all PSIs. If Approval is not possible, for example because a declaration is already approved or it contains errors, the declaration concerned is silently skipped. However, the usual warnings will be issued. The "***Approve All***" function works exactly as if the User had manually selected a PSI, selected all its declarations in the PSI Returns overview and then had called "***Approve***" manually. The function does this automatically for all PSIs (therefore a lot of things happen on the screen). At the end of the process, a summary will be shown.

After approval the user can of course consult thePSI Returns overview to see which returns have or have not been approved. One can filter on correct and sort on approval status to visualise all returns that still need approving.

Note the following points:

- A return can only be approved if it does not contain any **errors** ("Correct" = Yes).
- If a correct return is approved which contains no lines, the following cases exist:
- It is a Delete or a NULL return (if allowed by the CNA) in which case the return is approved;
- It is a normal return and NULL returns are allowed; in this case the return is not approved but the User will be asked to create a NULL return instead;
- It is a normal return and NULL returns are not allowed; one of the following cases is possible:
- The CNA allows normal returns without lines and the return is approved;
- The CNA doesn't allow normal returns without lines in which case a message is presented and the return is not approved.
- The User can approve more than one return (one at the time) if he wants to include multiple returns in one INTRASTAT interchange.
- A return cannot be modified anymore once it has been approved. If however the User still wants to modify information for that return, he has to use the function "***Disapprove***" which is executed via "*Actions / Disapprove*" or by clicking the "*Disapprove*" button or by the *F8* key. It is possible to select a range of declarations to be disapproved, which could be a mix of 'disapprovable' and 'non-disapprovable' declarations.
  Error messages will be suppressed that are not very meaningful. For example when disapproving a range of declarations, IDEP would normally complain that a Sent declaration cannot be disapproved. Such messages will be suppressed, but only if a multiple selection is being processed.

After approval or disapproval, if enabled by the CNA, the total **Invoice or Statistical Values** for the current year are updated in the PSI detail screen. A warning is presented if the

maximum value for the **Threshold Category** is exceeded and the PSI is informed to switch to a more detailed category.

5.4.5 Aggregated Data

If the CNA requests aggregated information, return lines will be available in both detailed (as entered by the User) and aggregated form once the return is approved.

This means that the numeric values of return lines with the same code values, such as **CN8 Code**, **Partner Country**, etc. are accumulated into one aggregated line (e.g. a return of 100 return lines can be reduced to an aggregated return with 30 return lines).

After Approval and aggregation, the User can choose to either consult the aggregated information or the detailed information.

To "***Consult Return Lines***", "*Actions / Consult*" or the Button "*Consult*" or the *F6* Key can be used after selecting a return from the list. The User will be asked if he wants to consult Aggregated or Detailed Return Lines.
The "Return Overview" is now presented in **consult** mode for the aggregated or detailed lines of that return.

- To "***Consult Return Lines***", *double click* on the return line that has to be consulted. The detailed or aggregated return line screen is presented in consult mode for that line. Instead of double clicking, the Button "*Consult*"or the *F6* Key or "*Actions / Consult*" can be used after selecting a return line from the list.

When the User consults an aggregated return line, he will see that only the fields which are sent to the CNA have values (not the fields that are optional).

Press Escape, or click on Close, to return to the list of aggregated lines.

Special remarks on aggregation.

When aggregation is carried out, the aggregated **Net Mass** values, **Invoice Values in Foreign Currency** and **Statistical Values in Foreign Currency** are rounded to integers (scientific rounding: 0.5 becomes 1, 0.4 becomes 0).

5.4.6 Generate INTRASTAT Output

The **"*Generate INTRASTAT Output*"** function is selected by "*Return / INTRASTAT Output Returns*" or by clicking the "*INTRASTAT Output*" Button

It is also possible to invoke **"*Generate INTRASTAT Output*"** directly from within the Header list by the "*Alt + F10*" key or "*Actions / INTRASTAT Output Returns"*. In that case, the range of return numbers (From Number – To Number) is initialised with the return number range of a selection made in the Header list (or the current return number if there is only one return selected).

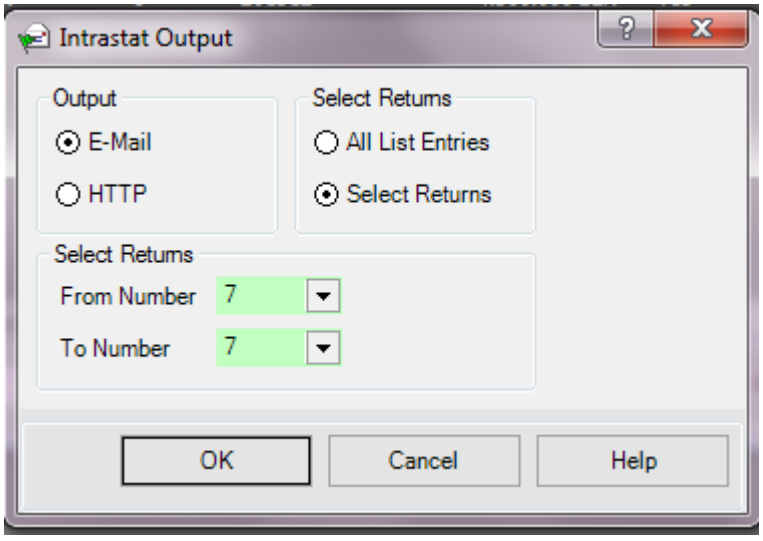
The official output will process (on diskette, by e-mail or by telecom) all approved returns within the selected range. Processed declarations will be locked and can not be modified anymore.
For all output types applies:

- The output file is encrypted.

The selected output will become the default.

If there's just one output option in Intrastat Output it is automatically pre-selected.
t correctly configured, the corresponding Output option is greyed.

If **"*Generate INTRASTAT Output*"** is invoked from within the Header list, two option buttons on the right hand side of the dialog appear (see picture below). These buttons are "*All List Entries*" and "*Select Returns*".



Clicking on "*Select Returns*" will take the current header selection from the Header list to fill in the range fields "*From Number*" "*To Number*". Clicking "*All List Entries*" will fill in the default range 1-999999 in the range fields.
"*From Number*" "*To Number*" allows to manually select a range of Returns. Clicking on the arrow buttons will present a list of approved declarations (ready to be sent).

5.4.6.1 E-mail

When using the "***E-mail***" option to make the official output, a file will be created that will be put under the directory the User has defined in "***Administrative parameters*****"**
The unique filename is composed of the PSI identification or the TPD identification, combined with the interchange number, as shown in the Message.
Once the file is created, depending on the User's E-mail Settings, it will either:

- Have to be processed manually by the User by attaching it to an e-mail message for the CNA. After sending the output file has to be deleted manually.
- Be processed automatically by IDEP. After successful sending, the file will be deleted. If IDEP had to connect to the Internet in order to send the file, it will disconnect afterwards.

If the "***Automatic E-mail***" function is disabled by the CNA, but the e-mail output is allowed, an output file to be send manually will be created.

The filename can always be consulted in the "*Telecom Log*"

5.4.6.2 Returns just sent

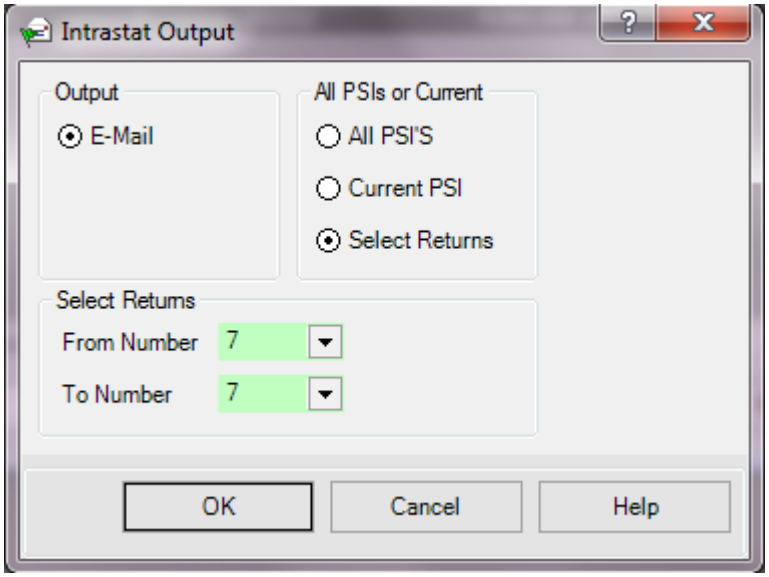
After transfer to diskette, via telecommunications or e-mail, of the INTRASTAT declaration, an overview of the Returns just Sent is automatically presented on the screen. To leave this overview, click the Close button, or use the Esc key.

If the non-Automatic e-mail output option was used and the CNA has provided the possibility to open an e-mail message, a message is presented that includes instructions on how to perform this. The message includes the file name and location where the output file is found. A Button "*Create an E-mail message*" is available. could provide a "mailto:" e-mail address.

If for some reason (e.g. damage or loss of diskette, telecommunication problems) the User has lost the information to be sent to the CNA, he can use the "***Unlock***" function via "*Actions / Unlock*" or the "*Unlock*" Button or the *F9* Key to re-use the declaration. Then he will have to start the official output process again.
It is possible to select a range of declarations to be "***Unlocked***", which could be a mix of 'Unlockable' and 'non-Unlockable' declarations.

5.4.7 INTRASTAT Output / All PSI's (Third Declarants only)

The **"*INTRASTAT Output / All PSI's*"** function is selected by "*Return / INTRASTAT Output Returns*" or by clicking the "*INTRASTAT Output*" Button and then selecting the Radio Button *All PSI's*, **if the system is set up for a Third Declarant**. The Third Declarant can choose between *All PSI's* and *Current PSI*; *All PSI's* is the default selection.
However, if the "***INTRASTAT output***" is invoked directly from the Header list the "Select Returns" option is the default and the range is pre-set with the selection in the Header list.



Clicking on "*Select Returns*" will take the current header selection from the Header list to fill in the range fields "*From Number*" "*To Number*". Clicking "*Current PSI*" will fill in the default range 1-999999 in the range fields.

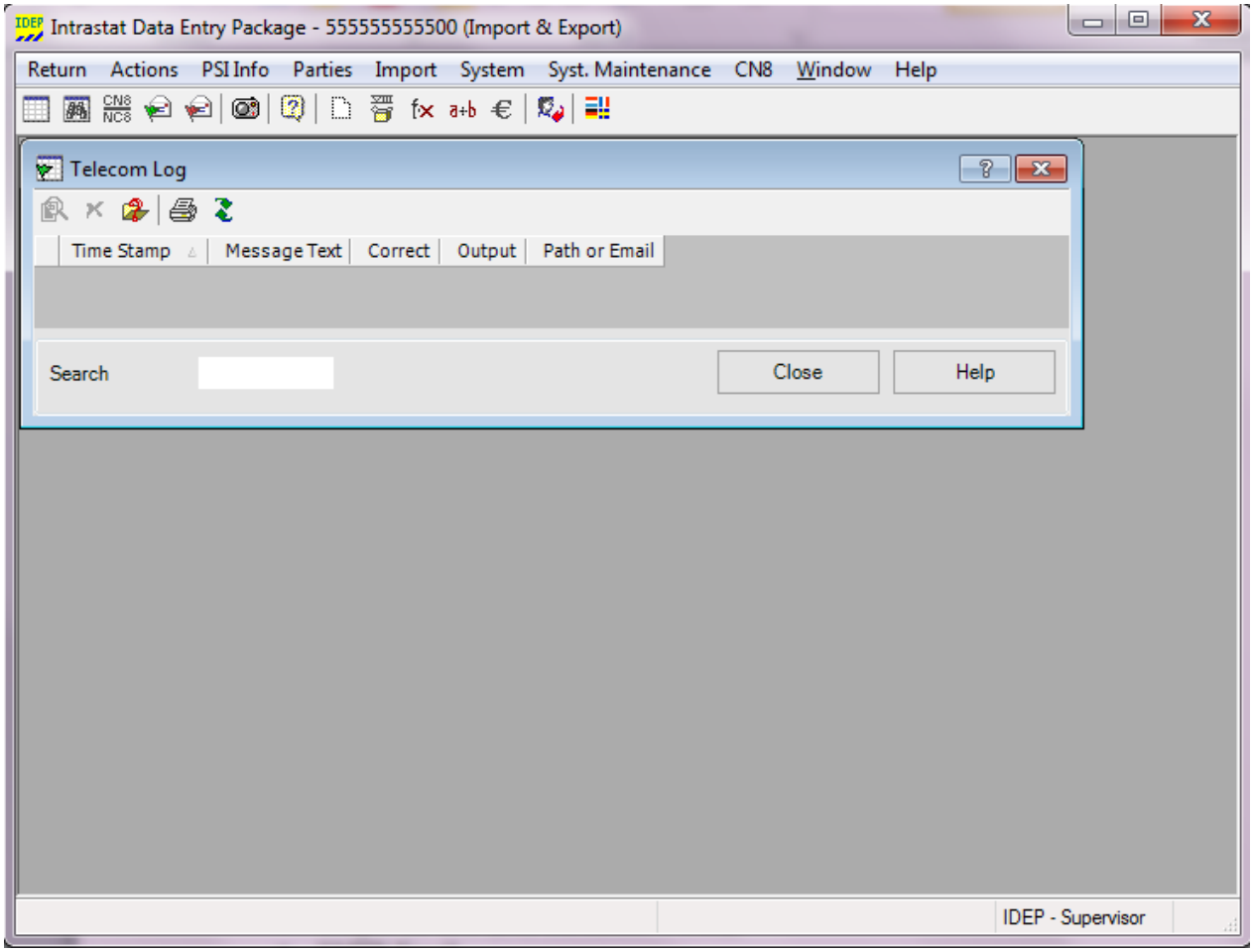
The process of generating INTRASTAT Output for All PSI's is identical to that for One PSI. However, no range of Returns can be entered, as this range would be different for each PSI.
Third Declarants can approve one or more declarations for one or more PSI's and all approved declarations for all PSI's will be automatically processed in the official output.

For a Third Declarant, the "Overview Declarations" screen allows the presentation of all declarations for all PSI's that are "Approved".

5.5 Telecom Log

The **"*Telecom Log*"** function is selected by "*Return / Telecom Log*".

A log is kept of all the interchanges sent to the CNA by any means and the messages they contain. The User can consult this log under the Menu option "*Return / Telecom Log*".



The '*Mnemonic*' column merely shows the type of output used. The possible values are:

- Output on disk (non-automatic e-mail);
- SMTP Email;
- MAPI Email;

The success or failure of this particular output is indicated in the '*Correct*' column.
The '*Output*' column shows the file name (without path information) of the file sent output the media shown in the 'Mnemonic' column.
The column '*Info*' contains the value of the Telecom Output path, Email address, depending on the output media.

After selecting an interchange, by "*Actions / Consult*" or the "*Consult*" Button or the *F6* Key or by double Clicking on the interchange, the User will see a list of the messages in the interchange. One message corresponds to one return, for a given PSI. The most essential data of the selected return is presented. This information corresponds to that shown in the "***Returns Just Sent***" overview that is shown immediately after performing the Official Output.

5.6 Overview Declarations

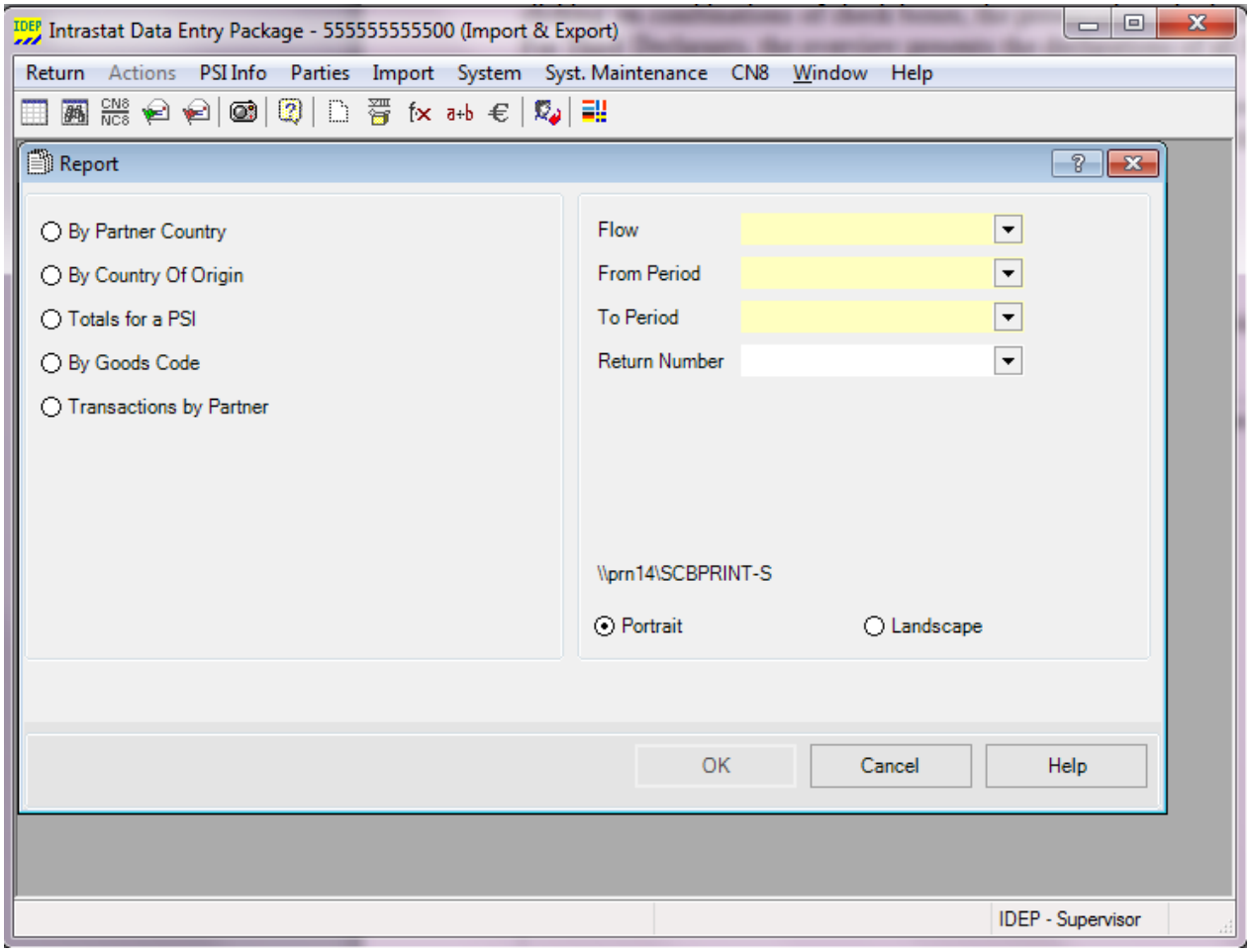
The ***"Overview Declarations"*** function is selected by "*Return / Overview Declarations*" or by clicking the "*Return Overview*" Button.

The check boxes allow the application of selection criteria for the presentation of the list. By clicking on combinations of check boxes, the presentation criteria are narrowed.
For Third Declarants, the overview presents the declarations of all PSI's.

Third Declarants can easily switch to the PSI Returns overview of each PSI by selecting a declaration of the PSI in question and either Double Click on the declaration or Click on the Button "*Change Current PSI*".

5.7 Report

Four kinds of reports can be obtained. All of these reports provide information about the total statistical and invoice value for a PSI, over a certain period.



A report can be ***"previewed"*** on the screen. If you wish to make a hardcopy on paper, click on the Button *"Print"*.

The four report types are the following**.**

1. Report by Partner Country.

This option will give you a report for the selected Partner Country per Goods Code of a given PSI, showing all totals for the specified flow, over the specified time interval.

2. Report of Totals for a PSI.

This report presents for the selected PSI, over the specified time interval and Return Flow, the Total Invoice Value and Total Statistical Value for each Statistical Period within the time interval.

3. Report by Goods Code.

This option will give you a report for the selected Goods Code per Partner Country of a given PSI, showing all totals for the specified flow, over the specified time interval.
PSI, showing all totals for the specified flow, over the specified time interval.

4. Report on Transactions by Partners.

This report presents, over the specified time interval, for each declaration which has the selected Trade Partner (from the list of Trade Partners) in at least one of the lines:

- In the first column the Declarant Reference Number. All transactions are grouped (and sorted) by this item.
- The following columns contain per declarant reference number: Return Number, Return Period, Invoice Value and Statistical Value (the latter only if applicable).

If a Trade Partner is not applicable, the "per Trade Partner" criterion is dropped. This can either be because no Trade Partners are required for the selected flow (Arrival) or because the Trade Partner's field is disabled.
The Partner VAT selection field will be hidden if it is not applicable (for flow Arrival or not applicable in any threshold).

5.8 End

This option closes the program and returns to the Login (splash) screen, where the User can select another option or program, or choose to leave the package.

It is also possible to close IDEP by clicking on the top right-hand cross.
This could however also stop IDEP when it's in the middle of a lengthy operation (the "*End*" option is disabled in that case) which could leave IDEP in a state in which it can't be run anymore.

- When IDEP is executing maintenance functions,
- When IDEP is executing certain operations, for example Official output,
- If a progress bar is visible,

it is possible to stop IDEP in an “irregular” way only after double confirmation by the User.
It is of course not recommended at all to quit IDEP while an operation is in progress! Only confirm the “Operation in progress” message if you have encountered an error #32 during a lengthy operation.

6. Actions

The "***Actions***" Menu option is disabled when the package is started for the first time. It becomes active when another Menu option is selected and then shows all possible actions in the current conditions.
The same options become available as those buttons in the context dependent buttons area.
Holding down the right mouse button anywhere on the screen presents the User with the Actions Menu.

7. PSI INFO

The Menu PSI Info is related to functions which are used for the maintenance of data which are **PSI specific** (i.e. data that for every PSI, defined in the system, has his own set).
Every PSI can have his own set of functionality as follows.

- **Net Mass Calculation Factors**: for calculation of the **Net Mass**.
- **Line Models**: for quick manual data entry.
- **Good Codes**: internal codes can be used instead of the official **CN8 Codes**.

A **Search** field is provided for each of these tables in which the cursor is automatically positioned.The characters in the **Name** field of each table can be modified into Upper or Lower case afterwards, for example one can change "MYGOODS" into "MyGoods".
Information entered for one PSI can be copied to another PSI at the time of creation, or afterwards using the option:

- **PSI Info / Copy PSI Information**.

7.1 Net Mass Calculation Factors

The "*Net Mass Calculation Factors*" function is selected by "*PSI Info / Net Mass Calculation Factors*" or by clicking the "*Net Mass Calculation Factors*" Button.

Net Mass Calculation Factors are used to:

- Calculate the Net Mass from the product of the number of Supplementary Units and the Factor defined in the Net Mass Calculation Factor selected by the User, when the focus is on the Net Mass field
- Calculate the number of Supplementary Units from the Net Mass by dividing the Net Mass by the Net Mass Calculation Factor and rounding the result, when the focus is on the Supplementary Units field.

7.1.4 Specifying Net Mass Calculation Factors

This function allows the User to define conversion factors in order to calculate the Net Mass from the value supplied for the Supplementary Units and vice versa.

The function "*Add Net Mass Calculation Factors*" is started in "*PSI Info / Net Mass Calculation Factors*" via "*Actions / Add*" or by clicking the "*Add*" button + or by the *F4* key.

The function "*Modify Net Mass Calculation Factors*" is started in "*PSI Info / Net Mass Calculation Factors*" by *double clicking* on the Net Mass Calculation Factor or via "*Actions / Modify*" or by clicking the "*Modify*" Button or by the *F5* key.

The Supplementary Unit Qualifier is selected from the list of qualifiers defined in the Combined Nomenclature. The Supplementary Unit Qualifier may be presented in its generic format, for example "p/st", or in a translated form, for example "Per Piece" if this is supplied by the CNA.

Note, that it is possible to enter Net Mass Calculation Factors for the qualifier "-", which means: No Supplementary Unit Qualifier. These Factors are applied in a special manner, as shown in the next Section.

The number of significant digits for entering the Factor is 8.
If many significant decimal digits are used, the User should not use a large number in the integer part of the Factor (e.g. 9999.00000011 will be automatically rounded to 9999, whereas 0.00000001 will remain 0.00000001).
Note that very small values will be displayed in 'scientific' notation in the net mass calculation factor list (e.g. 1E-8 in stead of 0.00000001 meaning 10 to the power minus 8).

7.1.5 Usage of Net Mass Calculation Factors

The Net Mass Calculation Factors are used to calculate the Net Mass from the Supplementary Units and vice versa.

The User can call this function by pressing *F2* on the field Net Mass after entering the number of Supplementary Units, for calculation of the Net Mass, or on the field Supplementary Units after entering the Net Mass, for calculation of the number of Supplementary Units.
This can be done:

- On the return line data entry screen.
- On the return line Model data entry screen.

The list of Net Mass Calculation Factors that is shown, depends on the Supplementary Unit Qualifier of the CN8 Goods Code that is entered. Only the Factors with the corresponding Qualifier are shown.

Pressing *F2* on the Net Mass field, presents a Factor selection list containing only the entries that have "p/st " as a Supplementary Unit Qualifier.

The Net Mass on the "Return line" and the "Line Model" data entry screen is then calculated as follows.

Net Mass = **Supplementary Units** * <**Calculation Factor** selected from the table>.

When no Supplementary Unit Qualifier is attached to the CN8 Code entered, then the Supplementary Units cannot be entered in the Return line or Line Model. When a Net Mass Calculation Factor defined for the "-" Qualifier is applied on the field Net Mass, no multiplication is done but the Factor is copied into the Net Mass field (as if the number of Supplementary Units was 1).

Note:

A Net Mass Calculation Factor can be connected to a PSI Goods Code. This allows IDEP to calculate the Net Mass automatically when the number of Supplementary Units is entered and a PSI Goods Code is used in a Return Line or a Line Model, that specifies a Net Mass Calculation Factor. This automatic calculation is also done during Return Line import.

To calculate the number of Supplementary Units from the Net Mass, the same procedure as described above is followed with the focus on the Supplementary Units field. The calculation done is:

> **Supplementary Units** = **Rounded value** of (**Net Mass** / <**Calculation Factor** selected from the table>).

7.2 Line Models

The "*Line Models*" function is selected by "*PSI Info / Line Models*" or by clicking the *"Line Models*" Button.

Most of the time a PSI has a number of fixed Trading Partners. The transactions for these Trading Partners will very often be similar except for values and quantities.
In order to avoid entering the same data over and over again, field by field, for every return line, the User can define a number of Models that already contain the field values which are always the same (e.g. Partner VAT Number, Partner Country, CN8 Goods Code,...).

7.2.4 Specifying Line Models

The function "*Add Line Models*" is started in "*PSI Info / Line Models*" via "*Actions / Add*" or by clicking the "*Add*" ✚ button or by the *F4* key.

The function "*Modify Line Models*" is started in "*PSI Info / Line Models*" by *double clicking* on the Line Model or via "*Actions / Modify*" or by clicking the "*Modify*" Button or by the *F5* key.

Line Models are created for a specific Flow: Arrival or Dispatch. Some fields in a return line are only applicable for Arrival or Dispatch. Also, the field requirements in a return line may differ significantly if the PSI uses different Threshold Categories for Arrivals and Dispatches.

When entering data in a Model, the same utilities are available as for return lines. There are however, three extra fields on the Model data entry screen.

- Model Name, to uniquely identify the Model.
- Model Description.

If the User has a long list of Models, the search facility can be useful if the Model Name he wishes to access is known. Just type the first letters of the name of the Model and the cursor will jump automatically to that Model.

7.2.5 Usage of Line Models

When adding a return line, the User can select a Model via "*Actions / Model*" or by clicking the "*Line Model*" Button.

The values of the Model will be automatically entered in the return line fields when the User clicks on *OK* after selecting the Model he wishes to apply from the list.

7.3 PSI Goods Codes

The "*PSI Goods Codes*" function is selected by "*PSI Info / Goods Codes*" or by clicking the "*Goods Codes*" Button

The PSI can use his own PSI Goods Code list instead of the official CN8 Goods Code list. The Goods Codes facility connects this PSI defined Goods Code to the official CN8 Goods Code.

If the User has a long list of PSI Goods Codes, the search facility can be useful if he knows the PSI Goods Code he wishes to access. Just type the first letters of the PSI Goods Code and the first PSI Goods Code of which the identification starts with these characters will be selected.
By clicking on the column header *"PSI Goods Code"* or *"CN8 Goods Code"* the list is sorted by the PSI Goods Code name respectively by the CN8 Code.

7.3.4 Specifying PSI Goods Codes

The function "*Add PSI Goods Codes*" is started in "*PSI Info / Goods Codes*" via "*Actions / Add*" or by clicking the "*Add*" button or by the *F4* key.

The function "*Modify PSI Goods Codes*" is started in "*PSI Info / Goods Codes*" by *double clicking* on the Goods Code or via "*Actions / Modify*" or by clicking the "*Modify*" Button or by the *F5* key.

The Goods Description is automatically copied from the CN8 Self-Explanatory Texts, or Additional Goods Code Text, when the CN8 Goods Code is entered.

The PSI Goods Code list can be imported from outside IDEP. The "*Import PSI Goods Codes*" function is called from the Goods Codes screen via "*Actions / Import*" or by clicking the "*Import*" Button or by the *F9* key.
In the import format, it is possible to define the Net Mass Calculation Factor. If a name is given in the import file, it must exist in the corresponding Table.

The PSI Goods Code list can also be exported to a file. The "*Export PSI Goods Codes*" function is called from the Goods Codes screen via "*Actions / Export*" or by clicking the "*Export*" Button or by the *Control+F9* key.

Possible output formats are MS Access, MS Excel, CSV and Text TAB. The output format is selected by choosing the appropriate extension in the "*Save As*" function of the output file selection. The formats and their related extensions are:
MS Access: MDB, MS Excel: XLS, Text CSV: CSV and Text TAB: TXT.
The whole list is exported, the Field Order is fixed.

After entry of the CN8 Code, the Supplementary Unit Qualifier is presented including (if applicable) a field for the selection of the Additional Goods Code and a field for the selection of a Net Mass Calculation Factor. The Supplementary Unit Qualifier may be presented in its generic format, for example "p/st", or in a translated form, for example "Per Piece" if this is supplied by the CNA.

Only the Net Mass Calculation Factors with the same Supplementary Unit Qualifier as the CN8 Code are displayed on the list. The Factor specified, will automatically be applied to the Return line or Line Model when the particular PSI Goods Code is selected to calculate the Net Mass.
Clicking the column header "Correct" sorts on validity, showing all the correct PSI Goods Codes first and the incorrect ones at the end.

7.3.5 Usage of PSI Goods Codes

The "*PSI Goods Codes*" function is used during data entry in the following functions.

- On the Return line and Line Model data entry screen, on the field PSI Goods Code using *F2*.
- When importing return lines. A PSI Goods Code which is imported is validated against the list of PSI Goods Codes. The data (CN8 Code, Additional Goods Code, Goods Description, Net Mass Calculation Factor) is taken from the first valid PSI Goods Code in the list.

The CN8 Code and its associated data will be automatically entered after selecting the PSI Goods Code from the list.

If there is a Net Mass Calculation Factor connected to the selected PSI Goods Code, the Net Mass is calculated automatically after the Supplementary Units are entered. This is also done during import of the return data.

Note the concept of validity dates.

CN8 Goods Codes are only valid between a given start year and a given end year.
The validity dates that are associated with a CN8 Goods Code are assigned to the PSI Goods Code once the CN8 Goods Code has been entered.

If the User logs on to the package for a year different than his previous logon year, then all the PSI Goods Codes are checked for their validity dates. PSI Goods Codes that are correct (status Correct = Y), are checked for their validity dates. If the logon date is outside the range of validity dates, then the PSI Goods Code is marked with an asterisk (*), which means that the code is not valid for that logon period.

7.3.6 Checking validity of Goods Codes

Only Valid PSI Goods Codes are presented on the F2 Key and can be selected in the PSI Goods Codes field in a Return Line. The validity of PSI Goods Codes is checked at start-up of the package after an upgrade.
In a 2-year package, the validity is set as follows:

- CN8 Code doesn't exist in both years: "Invalid". The User needs to find another CN8 Code for this product.
- CN8 Code exists in both years: "Valid".
- CN8 Code exists in new year but not in the previous: "Valid". Note however, that if this PSI Goods Code is used for a declaration of the previous year, the CN8 Code will be invalid.
- CN8 Code exists in the previous but not in the new year, the User needs to find the correct CN8 Code for the new year:
- In the List of PSI Goods Codes the column "Validate" shows these codes.
- In the "Modify PSI Goods Code" screen the indication "Validate" is shown.
  Note, that if this PSI Goods Code is used for a declaration of the new year, the CN8 Code will be invalid.

In a 1-year package only the first two apply.

7.4 Copy PSI Information

The "*Copy PSI Information*" function is selected by "*PSI Info / Copy PSI Information*".

This option allows the User to copy the PSI dependent tables from one PSI to the current PSI.

- Net Mass calculation factors table.
- PSI Goods Code table.
- Arrival and dispatch Models table.

When creating a new PSI the same function is available.

The check box Discard Duplicates allows the User to copy only the information from another PSI that is not yet available in his own PSI tables. This function is only available when copying the tables to an existing PSI, as a new PSI still has empty tables and duplicates can not occur.

If the target list is empty, the following cases exist for copying:

1. The 'Discard Duplicates' switch is on:
"incorrect" entries in the source list are discarded, if they are duplicates in the source list. Other "correct" or "incorrect" entries are copied to the destination list.
2. The 'Discard Duplicates' switch is off:
All "correct" or "incorrect" entries are copied from the source to the target list.

If the target list is not empty, the following cases exist:

1. The 'Discard Duplicates' switch is on:
"incorrect" entries in the source list are discarded, if they are duplicates in the source list. Other "correct" or "incorrect" entries are copied to the destination list, under the following condition:
If an entry from the source list already exists in the target list, IDEP will not copy it. This will avoid introducing *new* duplicates. However, if a "correct" entry from the source list already exists in the target list as an "incorrect" entry, its data is copied to the "incorrect" entry in the source list.
If the destination list already contains duplicates these will remain.

2. The 'Discard Duplicates' switch is off:
"incorrect" entries in the source list are discarded, if they are duplicates in the source list. Other "correct" or "incorrect" entries are copied to the destination list, under the following condition: if a "correct" entry from the source list already exists in the target list as an "incorrect" entry, its data is copied to the "incorrect" entry in the source list.

8. PARTIES

This Menu deals with the different parties involved in the system.

- Providers of Statistical Information, "***PSI's***". IDEP can handle any number of PSI's, either as independent entities or under the umbrella of a Third Party Declarant.
- "***Users***", who are given certain rights to create, change or consult the PSI's data, to modify system parameters or to perform system functions.
- "***Third Party Declarants***", who create INTRASTAT declarations for a number of PSI's.
- Third Party Declarants have an additional function "***Approve All***"which is also available from the "*Actions*" Menu in case the PSI Returns overview is presented.
- The "***Change current PSI***" option allows to select and work for another PSI defined in the system.

8.1 PSI's

Before you start to register for the first time, you need to submit information about your organisation.

- Fill in the information requested on the screen: 'Add – PSI Parameters'. If you do not see a request this information on your screen, you can arrive there via the menu alternative ´Parties / PSIs ´. Then click the ✚ button in the tool field (or 'Steps / Add' or F4).

Obligatory information:

TDP or PSI ID.: Fill in corporate registration number and supplementary numbers in succession (12 characters). **Important! For reporting on main level, please fill in '00' as supplementary number**. This applies if you have not submitted a request to Statistics Sweden to report on sub-levels. (For example '01', '02', '03' etc.).

PSI Name: The name of your organisation.

Contact Person: Fill in your name.

Telephone Nr.: Fill in your telephone number.

E-mail Address: Fill in your email address. The reply message is sent to this address if the return is sent via web upload.

Threshold Cat. Arrival: Fill in '1' if applicable, or '0' if not applicable.

Threshold Cat. Dispatch: Fill in '1' if applicable, or '0' if not applicable.

8.2 Users

The "*Users*" function is selected by "*Parties / Users*" or by clicking the "*Users*" Button

8.2.4 Create / Modify a User

This screen allows the definition or modification of different Users, with different authorisations.

If there is only one User of the package, he can always work with the default User called "IDEP", and the rest of this Section is of no further interest to him.

The function "*Add Users*" is started in "*Parties / Users*" via "*Actions / Add*" or by clicking the "*Add*" button ✚ or by the *F4* key.

The function "*Modify Users*" is started in "*Parties / Users*" by *double clicking* on the User's Identification or via "*Actions / Modify*" or by clicking the "*Modify*" Button or by the *F5* key.

Now the User can be defined by filling in all the data that is requested.

Mandatory fields to be entered are as follows.
- **User ID**, the name used on the Login screen.
- **Password**, the password requested on the Login screen.
- **Supervisor**, if Yes this User has access to all functions. If No his access is restricted to those functions required to create declarations.
- **Modify**, if Yes, this User is allowed to use Add / Modify on the functions he is allowed to access. If No, he can only Consult them.

Optional fields are as follows.
- **User Name.**
- **Contact Number, Department, Function.**
- **Default PSI ID**, if a User often makes declarations for the same PSI, he can fill in the field by selecting a PSI from the pick list. When the User logs on to IDEP, he will immediately have this PSI as his current PSI.

8.2.5 Types of Users

Users can be limited in their access rights to Functions and / or in their rights to Modify data.

There are two **types of Functions** as follows.

1. Functions accessible to **every User** defined in the system.

2. Functions specific to the **Supervisor**. These are functions related to the maintenance of sensitive information (e.g. defining Users and their authorisations, creating PSI's, setting system parameters, ...) and functions related to the responsibilities for the correctness of the statistical information (e.g. approving a return).

Combining these Types of Functions with the Modify property, four **Types of Users** are defined as follows.

1. Supervisor with Modify authority (= the default User IDEP). This User can perform all functions in the package.

2. Normal User with Modify authority. This User can perform the functions for every User, but not the Supervisor functions. He can Consult the Supervisor functions.

Normal User without Modify authority. This User can Consult the functions for every User (function type 1. above).

8.3 Third Party Declarant

Note: This point is only of interest to a Third Declarant.

The **"*Third Party Declarant*"** function is selected by "*Parties / Third Party Declarant*".

With this function a Third Declarant can enter his Identification data.

Third Party Declarants have an additional function "***Approve All***" which is also available from the "*Actions*" Menu in case the PSI Returns overview is presented.

8.4 Change current PSI

The **"*Change current PSI*"** function is selected by "*Parties / Change current PSI*" or by clicking the "*Change current PSI*" Button.

The User always works with data from one PSI at a time (except in case of a Third Declarant who is producing INTRASTAT output for all PSI's, or archiving returns for all PSI's).

To change from one PSI to another, simply select the PSI that must become the default from the list of PSI's by clicking on it and then clicking on the *OK* button (or by *double clicking* on this PSI). All the information related to that PSI is now active (i.e. the returns, all information under the Menu option "*PSI Info*").

9. Import

9.1 Format

The **"*Import Format*"** function is selected by "*Import* / *Format*".

IDEP provides Users interfaces to allow import of **Complete Returns, Return lines, PSI Goods Codes and Exchange Rates**.
The purpose of the import facility is to avoid double data entry when using other applications that already contain the necessary information.

The import functionality is supported by two functions**.**

1. A function to specify the **import format**.
   Multiple physical import formats are supported. The logical file layout (field order, field length,..) can also be defined by the User.
   All defined import formats are available to all PSIs.

2. A function to perform the **actual import**.
   Once the User has defined the import formats, they can be used each time the import facility is called (on the **Return lines**, **PSI Goods Codes** or **Exchange Rates** list or through the Menu option "*Import / Multi-PSI Import*").

Both functions are explained in the following Sections.

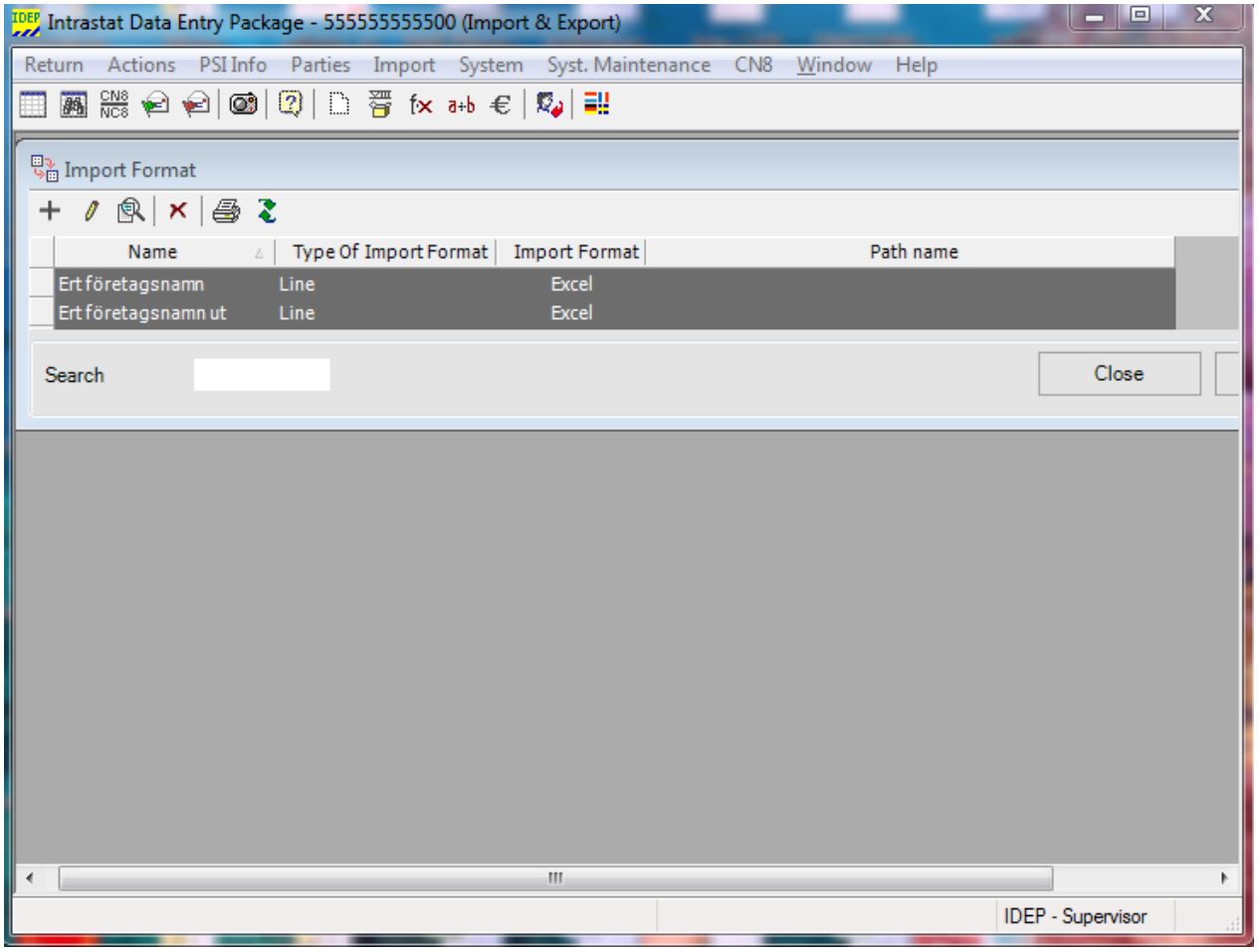
9.1.4 Specifying the Import Format

The function "***Add Import Format***" is started in "*Import / Format*" via "*Actions / Add*" or by clicking the "*Add*" button + or by the *F4* key.

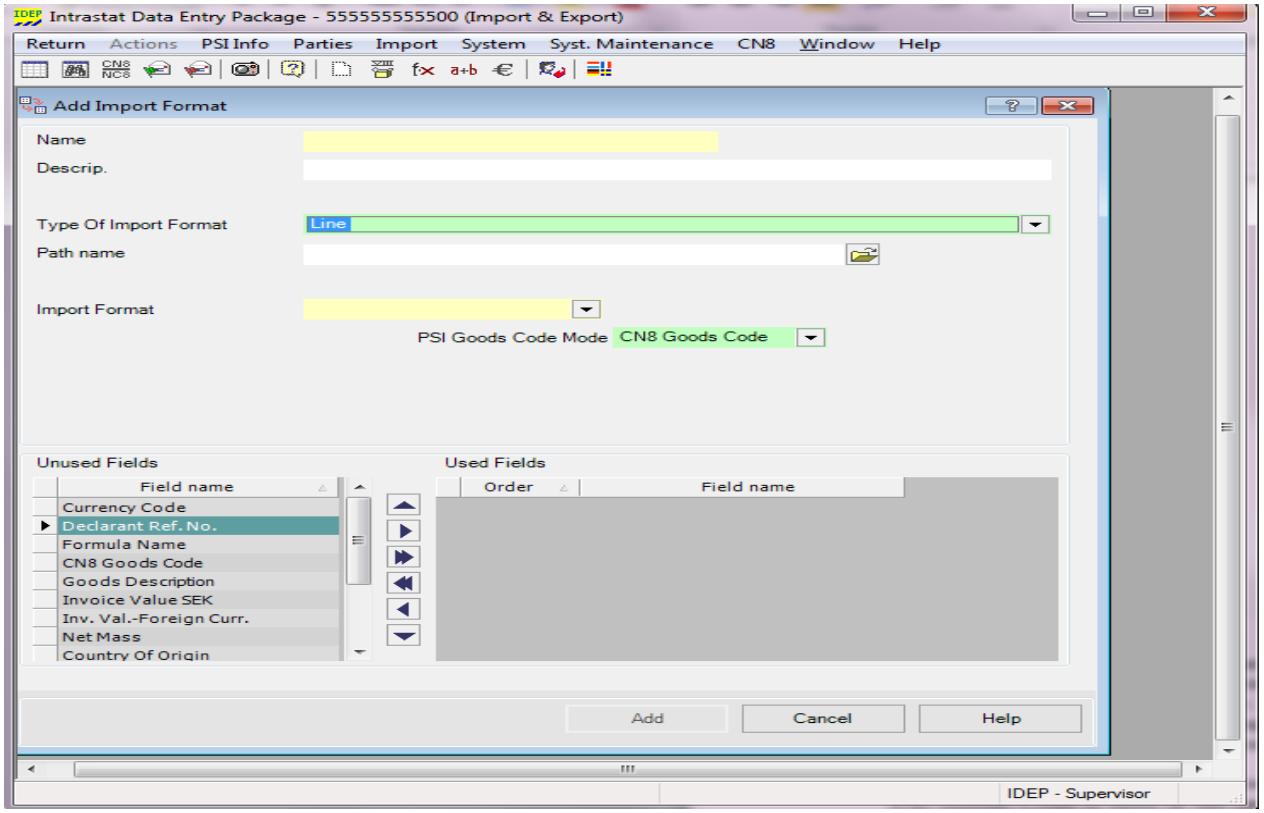
The function "***Modify Import Format***" is started in "*Import / Format*" by *double clicking* on the Import Format or via "*Actions / Modify*" or by clicking the "*Modify*" Button or by the *F5* key.

Note: The specification of the import format is explained for **Return lines**. Setting the import format for the other import types (**PSI Goods Codes**, , **Exchange Rates**) is very similar.

Select the Menu option "*Import / Format*". The overview of available formats is presented.



Defining a new Import Format will allow the User to specify the Type of Import for which the format is intended (i.e. Returns, **Return Lines**, **PSI Goods Codes**, , **Exchange Rates**) and the physical format (Access, dBase, Text and Excel). Furthermore, the User can specify the default name and location (if there is one) of the file containing the import data.



The following fields are mandatory:

- The Name of the Import format, used for identification when the actual import action is performed. Note, that for technical reasons a single quote " ' " will be replaced by " ` ".
- The Type of Import Format, i.e. Return Lines Arrival, Return Lines Dispatch, Lines Multi-PSI, , PSI Goods Codes, Exchange Rates.
- The Import Format, i.e. the physical structure such as different Text formats, dBase, Excel, MS Access.
- For Return Lines: the Goods Code Mode, identifying if the CN8 Code or the User defined PSI Goods Code is used in the import file.
- If the value = PSI Goods Code, the system expects the PSI Goods Codes in the import file. An automatic translation will be done to the CN8 Codes, based on the PSI Goods Code table. If the PSI Goods Code includes a reference to a Net Mass Calculation Factor, then the Net Mass is automatically calculated during import.
- If the value = CN8, the system expects the CN8 Goods Codes in the import file.
- For Exchange Rates: the Currency Indicator, identifying if the rates in the import file are expressed in the Euro or the Local currency.
- For certain Import Formats (for example Excel) it must be specified if the Import file includes Column Headers or not. If it does, the field Rows to Skip appears which defines the number of irrelevant rows. It is pre-set on '1'.
- For CSV Import Format, the field Delimiter, default a comma, must be given.
- For all Text formats, i.e. CSV, SDF and TAB, it must be indicated if the Import file uses the ANSII character set or not. It is recommended to keep this field on its pre-set value, unless it

appears that the import procedure doesn't recognise certain special characters in text fields, for example the Danish characters å, æ and ø.

The following fields are optional:

- Description, used for the User's own identification of the format.
- Path Name, the default name and location of the import file for this Import Format Definition. The Path Name may refer to a WEB location (a WEB-file):
  The name of the web file must start with HTTP//domain/ or FTP://domain/ (thus HTTPS:// is not supported).
  As soon as the minimal required part of a web file name (URL) is entered in the pathname field (e.g. HTTP://domain/somefile.txt) the field will be marked as correct (IDEP will not check if the file actually exists).
  It will not be possible to browse for such a file using the file selection dialog that is normally used.
- External Name, to specify the default name of the table in a database (for example in Access) or the name of the Worksheet in a spreadsheet (for example in Excel). If there is only one table or Worksheet name found in the given import file, its name is automatically pre-set.

If the Path Name or External Name are not set here by default, they must be entered when the actual Import is performed. The default can always be overruled when the Import is performed.

Now specify the logical file layout (order of fields in the file to be imported, lengths etc.) for the physical format that has just been selected.

Then the layout of the import file can be customised according to the User's needs. Fields can be moved to another position by changing the Order (enter or use the arrow buttons), or put on Order "0" if they are not included in the import file. The "*Clear All*" button sets the Order of all fields to "0". Only the fields that are requested by the CNA in any Threshold Category are shown.

After an upgrade of the IDEP package, the Import Formats will be checked and adjusted if necessary to reflect changes made by the CNA in the field requirements. Unused fields are discarded, new fields will be added with an Order of '0' and a field length as determined by the CNA. Any fields with order '-1' will be deleted. Import Formats that match exactly one of the template formats defined by the CNA are deleted.

9.1.5 Usage of the Import Function

The functionality is similar for Return Lines, PSI Goods Codes and Exchange Rates.

The import function is called by "*Actions / Import*" or by clicking the "*Import*" Button or by the *F9* Key on the following lists:

- The import function for Return lines is called from the Return Overview list.
- The import function for PSI Goods Codes is called from the PSI Goods Codes list.

- The import function for Exchange Rates is called from the Exchange Rates list.

The "Lines Multi-PSI" import function is called by "*Import / Multi-PSI Import*".

9.1.6 Draft Order

Draft Output is a means for the User to check his declaration before producing the INTRASTAT output. The User can add his own Draft Order definition in the same way as described above for the Import Formats, by selecting Draft Print Order in the field Type of Format. Which fields appear on the printout or the output on disk is defined by by the CNA.

9.2 Multi-PSI Import

For a good understanding of the "*Multi-PSI Import*" function, please read first the description of the normal "*Return Line Import*" function, used to import Return Lines for one single Declaration.

"*Multi-PSI Import*" allows the User to perform a single import function for different declarations (Statistical Periods and Flows) and different PSIs.
During the import process, Returns are automatically created for the required Statistical Periods and Flows, for the indicated existing PSI(s), if they don't exist yet.
The Import Format for this type of import therefore includes the PSI Identification, Statistical Period and Flow for each Return Line.

The "*Multi-PSI Import*" function is selected by "*Import / Multi-PSI Import*".

9.3 View Import-Log

The "*View Import-Log*" function is selected by "*Import* / *View Import-Log*". It can also be presented at the end of an import session.

The Import Log is of particular interest for the "*Multi-PSI Import"* function, as Return Lines without or with incorrect PSI Identification, Flow or Period can't be imported in IDEP and are only listed in this log.

Information stored in the log includes:

Start of Import:
- Start Date and Time of the import;
- Importname;
- Filename and Tablename (if applicable).

Lines with incorrect or missing PSI, Flow or Period (up to a maximum of 100):
- PSI Id;
- Line number in Import Source-File;

- Name of Field containing the error;
- Value of the Field in Error.

Lines that are otherwise incorrect (up to a maximum of 100):

- PSI Id;
- Declaration Nr;
- Line number in Import Source-File;
- Line number in Return;
- Name of Field containing the error;
- Value of the Field in Error.

End of import:

- Date and Time;
- List of Declarations for which lines were imported.
    - PSI Id;
    - Declaration Nr;
    - Lines Imported;
    - Imported Lines in Error.

10. SYSTEM

System functions influence the behaviour of the complete IDEP/CN8 application and thus apply to all PSI's defined in the system. Functions on the system level are:

- **Exchange Rates**
- **Administrative Parameters**
- **Select Printer**
- **Display Setup** (function is described in Chapter - Graphical User Interface);
- **Settings**
- **Collecting Centre**

10.1 Exchange Rates

The "*Exchange Rates*" function is selected by "*System / Exchange Rates*" or by clicking the "*Exchange Rates*" Button.

The Exchange Rates table allows automatic or manual conversion of amounts in Foreign Currencies into Local Currency.

To add an Exchange Rate, the User needs to specify:
- A unique Currency Code,
- An optional Description,
- The Exchange Rate of the new Currency

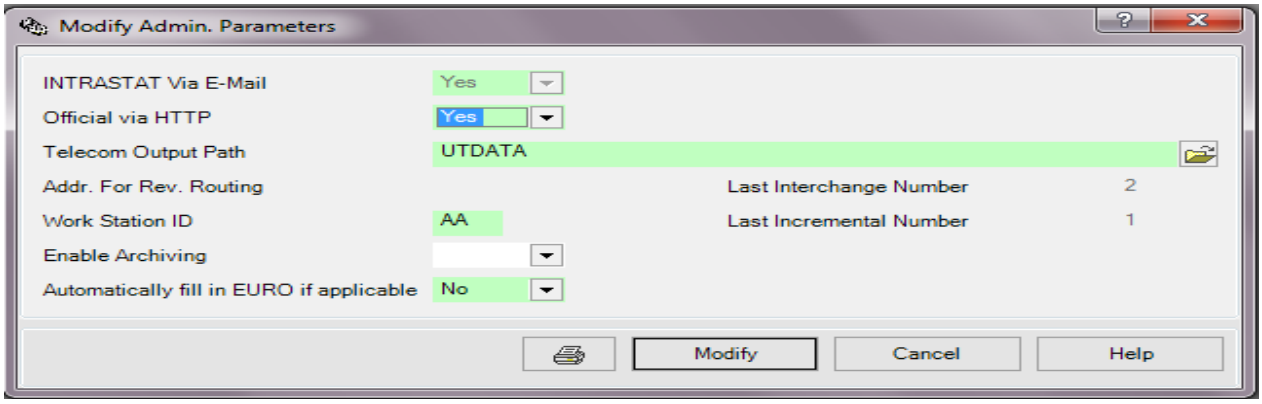
Exchange Rates can also be downloaded from outside IDEP. The *"Download exchange rates"* function is called from the Exchange Rates screen via "*System /Exchange Rates*"

The Exchange Rates are used to perform currency conversions.

- In the Return line data entry screen.
- In the return line Model data entry screen.

10.2 Administrative Parameters

The "*Administrative Parameters*" function is selected by "*System / Administrative Parameters"*.



The administrative parameters consist of a set of values that allow the User to specify the following.

E-mail users should specify the **Telecom Output Path** where they want the information to be placed prior to sending. If this path does not exist on the system, it will be created automatically during the telecommunication or e-mail output.

HTTP is alternative output option which transfer the Intrastat return directly via web upload.

Address for Reverse Routing

Not applicable.

Work Station ID

It is necessary to specify a different value for the **Workstation ID** for every installation of the package when INTRASTAT returns for the same PSI are created. In a LAN environment the workstation ID has to be set for each server installed. The workstation ID will then be the identifier that will uniquely identify the returns.
If the User changes the Workstation ID, only returns that have not yet been sent to the CNA will receive this new ID.

Enable Archiving

Is optional and gives the possibility to archive returns by setting this parameter to Yes. This functionality is Off by default.

Automatically fill in EURO if applicable

Is optional and gives the possibility to predefine EUR as the currency code when registering return lines. This functionality is Off by default.

Last Interchange Number

The number of the **Last Interchange** (message by telecommunication, e-mail, diskette) sent to the CNA will be presented here.

10.3 Select Printer

The "*Select Printer*" function is selected by "*System / Select Printer*".

This option allows the User to select a printer that is installed in his system and to modify its settings. If no printer is selected by the User, then the Windows Default Printer is selected. Without changing the printer's original settings, printing in Portrait or Landscape can be selected.

The Printer Setup button allows the User to change the settings for the printer in the same way as via the Windows Settings / Printers option. Note that changes made here are applied throughout the entire Windows system.

10.4 Display Setup

Refer to Section - The Graphical User Interface / Display Setup.

10.5 Settings

E-mail (10.5.1)
MAPI e-mail (10.5.1.1)
SMTP e-mail (10.5.1.2)
HTTP POST upload (10.5.3)
Proxy server (10.5.4)

10.5.4 E-mail

The **"*E-mail Settings*"** function is selected by "*System / Settings*".
In this screen, the User who is allowed and wants to send his declarations to the CNA via e-mail, has to specify a number of required configuration settings depending on the method to be used for sending declarations via e-mail.

There are two possible methods of sending a declaration via e-mail:

1. IDEP creates the declaration as an output file in the directory defined in "*Administrative Parameters / Telecom Output Path*". The User has to send this file himself to the CNA as an attachment to an e-mail message.
2. IDEP creates the declaration and automatically sends it via the User's e-mail system to the CNA.

To use the first method, the User has to disable the checkbox **Automatic E-mail Enabled**. The path and name of the file to be send to the CNA will be shown when the Official Output is created. If enabled by the CNA, the User will get a warning next time he starts IDEP if he has forgotten to send the file (or to delete it after sending).

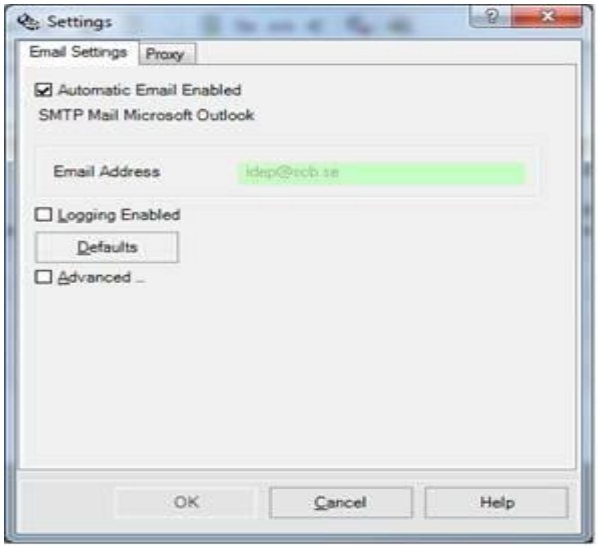
To use the second method, the checkbox **Automatic E-mail Enabled** has to be enabled.

IDEP supports two methods of e-mail transfer: MAPI, *Messaging Application Programming Interface*, and SMTP, *Simple Mail Transfer Protocol*. MAPI uses the e-mail facilities already installed on the PC, while SMTP will establish the e-mail communication by itself.
For the User of the Automatic e-mail facility, MAPI is the simplest to use, and therefore the default – provided that a suitable MAPI-client, such as Microsoft Outlook, Exchange or Lotus, is installed on the PC. If IDEP detects that MAPI can't be used, it will switch to SMTP.

10.5.4.1 MAPI e-mail

When using the "***E-mail***" option to make the official output, a file will be created that will be put

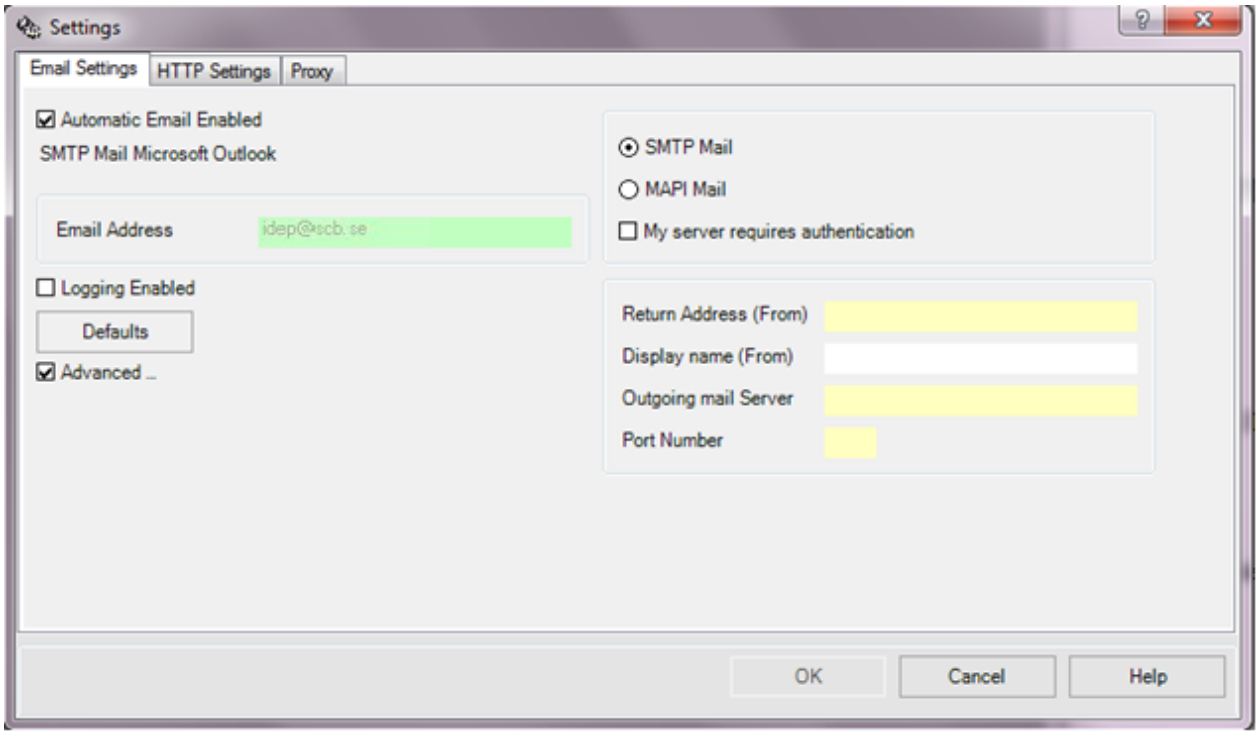
If MAPI can be used, the following e-mail Settings screen is presented:



The **E-mail Address** of the CNA's Collecting Centre is displayed. The correct address has already been specified by the CNA in the Collecting Centre parameters or the e-mail specification file.

Settings to be entered are:

Normally, MAPI mail will function without any configuring in IDEP. The "*Advanced"* Button allows the User to make some specific settings in case it doesn't.



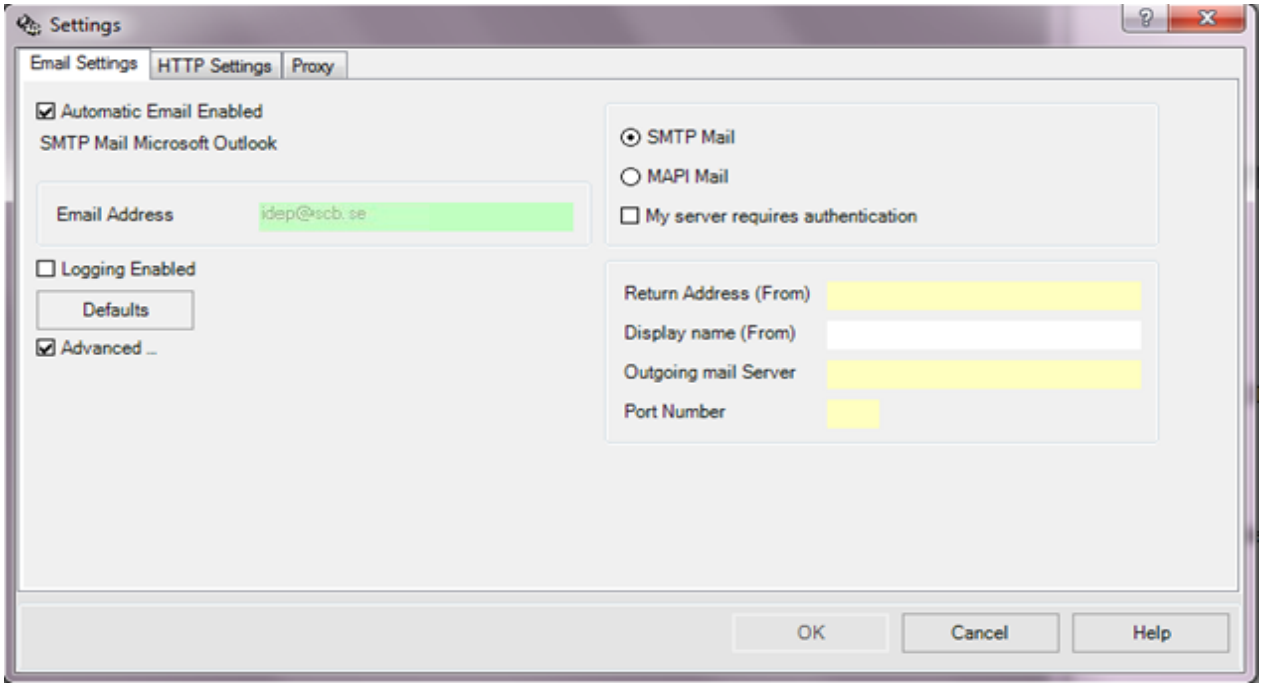
The **Logging Enabled** checkbox switches on the logging, in case of problems the log file can be sent to the CNA for further investigation. It is found in the LOG subdirectory.

The **MAPI Mail** and **SMTP Mail** Radio Buttons allow the User to make his own choice between the two (IDEP will always try to select MAPI).

The **My server requires authentication** checkbox needs to be checked if the User's server requires a **User Name** and **Password**.

10.5.4.2 SMTP e-mail

If IDEP has selected SMTP as the appropriate transfer method, or the User has manually switched from MAPI to SMTP using the above Radio Button, the E-mail Settings screen contains the following:



The **E-mail Address** of the CNA's Collecting Centre is displayed. The correct address has already been specified by the CNA in the Collecting Centre parameters or the e-mail specification file.

Settings to be entered are:

Return Address, this is the e-mail address of the User.

Display Name (optional), the User's name.

Outgoing mail Server, this is either the name of the LAN e-mail server in the User's internal network, or the name of the e-mail server of the Internet Service Supplier.

Port Number, the port used for the e-mail host.

The **My server requires authentication** checkbox needs to be checked if the User's server requires a **User Name** and **Password**.

The **Logging Enabled** checkbox switches on the logging, in case of problems the log file can be sent to the CNA for further investigation. It is found in the LOG subdirectory.

The "*Defaults*" Button restores the initial settings.

10.5.5 HTTP POST upload

This function is activated via menu choice 'System / Admin. Parameters'
set Official via HTTP = Yes.

Upload of returns in an XML-file to Statistics Sweden's website EDI-Intra, the automated receiving system process the upload and sends a reply message to email-address defined in menu choice 'Parties / PSI'S. This is an option to choose for PSIs that for some reasons cannot or will not use e-mail to send their returns.

10.5.6 Proxy server settings

The "*Proxy settings*" in "*System / Settings*" should be considered if "Automatic e-mail" or HTTP upload doesn't work due to security restrictions of a Proxy server.

10.6 Collecting Centre

The **"*Collecting Centre*"** function is selected by "*System / Collecting Centre*".

This function allows the User to consult the list of Collecting Centres and the details of the selected Collecting Centre. The address information can be used when the official output is sent to the CNA by mail. The fields containing additional information that is required in the official output are copied automatically when the Collecting Centre is selected in the PSI screen.

11. SYSTEM MAINTENANCE

If working in a LAN environment, System Maintenance functions can only be performed when the databases are exclusively available to one User, or in other words, when there are no other Users logged on to the system.
The second User who logs on during maintenance by the first User, will receive a message to try to logon again later.

11.1 Declaration Maintenance

The **"*Declaration Maintenance*"** function is selected by "*System Maintenance / Declaration Maintenance*".

This Menu option allows the User to do the maintenance of the return information.

Return maintenance can be done for the current PSI only or in the case of a Third Declarant for all PSI's at once.

The process of archiving returns is supported through the following features, that are discussed in the following Sections**.**

1. **Archive**: Move return data to another disk.
2. **De-archive**: Move archived data back into IDEP.
3. **Delete headers**: Remove the headers which stay as a reference in IDEP.

11.1.4 Archive To Disk

The function "***Archive to Disk***" is started in "*System Maintenance / Declaration Maintenance / Archive to disk*".

When the User wants to make space available on his hard disk, or the returns he has kept in his system are not required "on-line" anymore, he can **Archive** the returns which have been sent. After selecting this function, an overview appears showing the returns that are ready to be archived.

The procedure for archiving returns is as follows**.**

Select the period or the declarations to be archived. Note that only returns with the status **"Sent = Yes"** can be archived. Other returns will be ignored, even if their identification number is within the selection.

By "*Archive to Disk*" all declarations as presented are archived, by *"Archive to Disk List"* a selection can be archived. Click on the appropriate Button.

Select the **drive and path** where the archived output should be placed. The path must be outside the IDEP/CN8 installation itself, for example My Documents.
IDEP will suggest a new name for the archive (<PSI ID>_DDMMYYYY.MDB). The directory for archive files will be derived (from information stored in the Windows Registry during a previous archival operation - this will ensure that all archive files will in principle be stored in the same directory). The user is free to choose another name.

The **database name** for the MS Access output database can be entered by the User, the table names for the three tables involved are assigned by the system. The tables involved are: **Detailed Headers, Detailed Lines, Aggregated Lines**. The file layout of these files (field order and length) is the same as in the IDEP database.

Now IDEP generates the archive database, in the selected path with the specified file name.

If the archive has succeeded the necessary information will be recorded in the 'Archive' and 'Archive Details' tables. If no returns have been archived, no entry will be made in the Archives table.

It is up to the User to take a backup of the database files.

Note that the **header** of a return which has been archived, **remains** in IDEP as a reference. Only the return lines have been removed from the database. The return now has the status "Archived = Yes".

Third Declarants can archive declarations for one or more PSI's.
All declarations for all PSI's with a **Statistical Period** within the specified range will be processed in the same database file.

The features for the archiving process as a Third Declarant are identical to those of a single PSI. However, no range of Returns can be entered, as this range would be different for each PSI.

For a Third Declarant, the Checkbox "*All PSI's*" allows the presentation of all declarations for all PSI's that are "Sent" and thus Ready to be Archived.

11.1.5 De-archive

The function "***De-archive***" is started in "*System Maintenance / Declaration Maintenance / De-archive*".

Returns which have been archived can also be moved back into the IDEP database. This option is useful in case the User has archived some information and he now wants to restore it in his system.

It is possible to **de-archive information from previous releases**.

The procedure for de-archiving returns is described in the following steps.
When the function is started, the "***Overview of Archives***" is presented:

Every Archive that has been made has been recorded in the Archive table, including:

- Date and time of archival;
- Operation (Archive or De-archive);
- Third Declarant ID or current PSI ID;
- User ID;
- Archive file name.

The "***Overview of Archives***" list offers the following functionality (invoked in the *Toolbar*, the "*Actions*" menu, the "*Context*" menu or by *Function* keys):

- **Display** the "***Archive Details***" for the currently selected archive entry. This will display a separate (sortable, read-only) list. The title area of this list will include the file name if it exists. The "***Archive Details***" are shown when the User Double Clicks on an Archive or has selected an Archive and then clicks the "*Consult*" button or via "*Actions / Modify*" or by the *F6* key.

  The information presented in this list includes:
  - Date and time of archival - linking this detail to the archive file name.
  - PSI ID
  - Selected declaration details:
    Return number & Workstation
    Flow
    Return Type
    Period
    Send date
- **Restore** the archive of the currently selected archive entry. This option is only available if the file of the selected entry actually exists. This function can be invoked by clicking the "*De-archive*" button.
- **De-archive** another file. This allows de-Archiving an archive file not shown in the list (this is the original De-archive function up to IDEP Version 5). A file selection box is presented initialised with the most recently used Archive directory if this information is available. This function can be invoked by clicking the "*Select a File to De-archive*" button.
- **Analyse** an archive. The user must select a file that IDEP will analyse. If this file does not yet occur in the list and it is an archive new entries will be added to the list describing this archive. The user name field will contain (*) indicating that this was an analysed archive. The date will be derived from the file date. Analysis also checks if the archive is for the current Member State. This function can be invoked by clicking the "*Analyse (import) an Archive*" button.
- **Delete** the currently selected record. The user will be asked to confirm the deletion of the archive.

- **Sort** on columns (on Date, PSI ID, and Return number) by clicking on the respective column headers.

Restoring the archive will add a new record where the 'Operation' field is set to 'De-Archived'). If no returns have been retrieved, no entry will be made in the Archives table.

The De-archived returns now have the status "Archived = No" again.

For the Third Declarant the process of "***De-archiving*"** is exactly the same as described in the case of one PSI, except that he can choose to De-archive All PSI's or the Current PSI only.

11.1.6 Header Deletion

The function "***Header Deletion***" is started in "*System Maintenance / Declaration Maintenance / Header Deletion*".

When the User is sure that the data he has archived will not be needed anymore he can remove the return headers by using this option. Even after having executed this option, it will still be possible to restore the return data by **"*De-archiving*"**.
After selecting this function, an overview appears showing the returns that are archived.

The procedure for deleting headers of archived returns is as follows.

Specify the **Statistical Periods** of the archived returns, for which the particular header in IDEP should be removed.

Note that only return headers with the status **"Archived = Yes"** can be deleted via this function. Other returns will be ignored even if their identification number is within the range.

By "*Header Deletion*" all declarations as presented are archived, by *"Header Deletion List"* a selection can be archived. Click on the appropriate Button.

For the Third Declarant the process of **deleting headers** of archived returns is the same as described for one PSI. All selected return headers of all PSI's which have been archived are deleted.

11.2 Backup Idepdata

The function "***Backup Idepdata***" is started in "*System Maintenance / Backup Idepdata*".

It allows the User to create a backup of **ALL** PSI dependant information for all PSI's.

In order to do a backup the following must be specified.

- Destination drive and path. The path must be outside the IDEP/CN8 installation itself, for example My Documents.
- File name for the backup .ZIP file.

All the database files concerned are zipped into this file.

When a backup is made, IDEP will remember the backup file name in the Windows Registry.
Before backing up, IDEP will derive a suitable backup file name from any information stored in the Windows Registry.
The name of the file will be 'IDEPBAK_DDMMYYYY.ZIP'. The directory will be the directory name of the file stored in the Windows Registry (this will ensure that all backups will in principle be stored in the same directory). The user is free to choose another name.

All backup, restore and upgrade operations are **logged** in a file 'maint.log'. This file is also included in any backup archive.
This file should not be edited by the user!

Note that the version number of the IDEP package that made the backup is kept with the Backup information to enable the correct Restore of the information.

The backup will include any log files found in the toplevel, toplevel LOG directory, the MS LOG directory (e.g. SE\LOG) and any IdepTest log files found in the temporary directory. These log files will not be restored if the backup file is restored. These files are included for information only and could be used by the CNA if the User has sent his Backup in case of problems.

At the end of the backup procedure, a message is displayed to indicate whether the backup was successful or not.

11.2.4 Automatic backup

IDEP automatically makes a backup of user data each time the program is restarted if the max file size is 10 MB (only one backup per day). Backups are saved in a backup folder where IDEP is installed.

The default setting for the automatic backup is on, but can be disabled in "System-> Screen Settings" under "Workspace".

Backups created over 3 months ago are automatically deleted to the recycle bin, but only if there are newer backups.

11.3 Restore Backup

The function "***Restore Backup***" is started in "*System Maintenance / Restore Backup*".

This option allows the User to restore a previously made backup. The complete PSI data are restored, **all PSI dependant information present in the system is overwritten!**

The Restore facility can be used in two cases:

- When the User accidentally has removed PSI dependant information.
  In this case, simply Restore the most recent Backup. Information that was entered between the moment of making the Backup and the Restore operation, is lost. It is therefore important to make a Backup regularly.

- When the IDEP/CN8 package as a whole doesn't function anymore.
  In this case, the User should install a new IDEP/CN8 package and in this package run the "***Restore Backup***" function.

When the restore function is invoked IDEP will present a list of known backups that are stored in the 'maint.log' file. The list will only show backup files that really exist. In the list it is possible to use the:

- "*Restore Selected Backup*" Button for starting the restore of the currently selected file;
- "*Choose Backup*" Button for invoking the file selection dialog to choose a file yourself.

The list shows:

- Date of backup;
- File name of the backup;
- Version of IDEP used to backup;
- List of PSI databases available in the backup.

In the file selection dialog for "***Choose Backup***", the most recently used backup file name is filled in already. The user can choose another file. If no information about the most recently used file is available in the Windows Registry, IDEP will remember the file being restored as restore/backup file for future uses.

Only a single file name will be remembered (but distinct for eventual different Member State installations on a PC).

Since IDEP Version 6, it is possible to restore backups of previous IDEP versions (as old as Version 3). This is done by the Upgrade mechanism of IDEP. After the Backup information has been retrieved, IDEP is automatically stopped with an informative message. When the User starts IDEP again, the restore, which in fact is an Upgrade of the old backup information, is performed.

Note:
For safety reasons, all files that will be overwritten are included in a number of '.bak' files. If the restoration upgrade has successfully completed, the '.bak' files will still remain in the current installation. They could safely be deleted by the user.

All backup, restore and upgrade operations are logged in a file 'maint.log'. This file is also included in any backup archive. If a backup is restored the 'maint.log' file included in the archive

will be restored too and information about the restore operation will be added to this file. Any existing 'maint.log' files will be renamed to 'maint.log.N' (where N is 1 to 9).

Upgrade actions will also be logged in the maint.log file. This information could be useful when troubleshooting.

This file should not be edited by the user!

At the end of the restore procedure, a message is displayed to indicate whether the restore was successful or not.

11.4 Clean-Up

The function "***Clean-Up***" is started in "*System Maintenance / Clean-up*".

This function invokes the so-called "Compact" and "Repair" database functions. It makes lost space in the database, which is caused by changes the User makes (Add, Delete, Modify information), available again. Furthermore it is capable to repair in most cases corrupted databases. Besides freeing-up disk space, a regular "***Clean-Up***" improves the performance of the system.

11.5 Download

The function "***Download***" is started in "*System Maintenance / Download*".

IDEP provides the possibility to convert Standalone Installations into a Client/Server configuration. This means that the individual databases of the Standalone Installations are combined into one database on a Server system which in fact may be one of the original Standalone systems or a new, "clean" installation.

"Download" is only possible if both installations, i.e. the Server and the Standalone installation, have **the same Version of IDEP** installed, of the **same Member State**.

To perform this operation, the function must be started on the intended **Server** system. In addition to the general rule that no second User may be logged in when performing a System Maintenance function (as described in the introduction of this Section), to execute this function it is also required that no User is logged in on the Standalone system.

The User must indicate the path where the Member State directory of the IDEP for Windows Standalone installation is found.

After clicking OK, the following data is downloaded from the Standalone installation to the Server:

- All data of PSIs that didn't yet exist on the Server.
- Exchange rates that didn't yet exist on the Server.
- If the Standalone installation contains another language than the Server installation, the new language is added to the Server.

If Download has completed, a message is presented.

Merging the data of a PSI.

For a PSI that occurs in both the source and target installations (i.e. the currently running IDEP) IDEP will attempt to merge the PSI data.
Declarations from the source PSI will be appended to the list of declarations of the destination PSI. The Last Return Number will be used to assign a new declaration number to the added declarations. The new assigned numbers will be reported.
Duplicate declarations that are Archived or Sent will be ignored and reported.
The PSI's Information Data (Models, PSI Goods Codes etc.) will be copied and duplicates will be silently ignored.
PSIs that to do not exist in the destination installations will be upgraded into the destination. From IDEP Version 6 on, it is thus possible to merge any previous installation. There is no restriction on the version number of IDEP to be downloaded into the current IDEP version.
After the merge of PSI data IDEP will check the validity of line models.

A log file will contain detailed information about the merge operation.
Once the operation has completed the user gets the choice to visualise the log file. The confirmation message will display a summary of PSIs processed (an asterisk is added to new PSIs).

The log file can be inspected. It can be shown at any time via the menu option "*System Maintenance / Download Log*".

Important note:
Given that declarations are appended, running the merge operation again will append the source declarations again!

After the successful Download operation, the Standalone installation can be removed and a Client Installation can be performed on the former Standalone PC.

The procedure can be repeated to combine the data of several Standalone installations into one server.

11.6 Download Log

The function "***Download Log***" is started in "*System Maintenance / Download Log*".

This function presents the log file resulting from a Download / Merge operation.

Through this log, the User is informed about any re-numbering actions performed during the Download operation.

11.7 Check for Upgrades

The function "***Check for Upgrades***" is started in "*System Maintenance / Check for Upgrades*".

This option is only available if IDEP/CN8 can be downloaded / upgraded from the Web-site of the National Administration. It will check on the CNA Web-site if any components of the IDEP/CN8 package have been replaced by later versions. If so, a (partial) re-installation of the package will be done. The package will be re-started afterwards.
If no upgrade is available, the following message appears:

11.8 Install extra languages

The function is started in "*System Maintenance / Install extra languages*".

If there is only one single language, this option is not available. The install of the language is considered to be a maintenance operation. Therefore there must only one single User using IDEP and no other maintenance operation must be active. If this is the case a message will be displayed in stead of a language selection dialog. A language selection dialog will be shown with the languages that can be installed/removed.

11.9 Check for upgrades during start

If an Internet connection is available, IDEP can check to see a new version is available. If an upgrade is available, the user will be prompted to confirm the upgrade. Confirming this prompt will carry out the actual upgrade.

This option can be switched on or off by clicking on menu choice 'Syst. Maintenance / Check for upgrades during start' By default this option is switched on.

12. CN8

Combined Nomenclature. The 8 digit goods codes that are used within all the Member States of the EU. The CN8 part of the package provides user friendly facilities to find the correct CN8 Code for the goods the User is Importing / Exporting. It is possible for a PSI to specify a table within the package that defines a relationship between the goods codes he is familiar with in-house and the official CN8 Goods Codes.

Note that there are four possibilities to access the "*CN8*" tables.

1. Via the option "*CN8*" or by clicking the "*CN8*" Button CN8 NC8.

2. When making a declaration by pressing *F2* on the CN8 Code field of the Return line data entry screen, or of the Line Model data entry screen.

3. When specifying the CN8 Goods Code for which a "*Report by Goods Code*" should be done.

4. When specifying a PSI Goods Code by pressing *F2* on the CN8 Code field of the PSI Goods Code data entry screen.

In the first case the User can consult the tables of CN8 (see CN8 User manual).
In the other cases the User can consult and select a CN8 Goods Code and return it to the corresponding field in IDEP.

12.1 General information about the Combined Nomenclature (CN8)

For correct use of the application, a basic knowledge of the combined nomenclature is required.

The basis of the nomenclature is formed by the **Official texts**. These consist of the "juridical" notation of the subdivisions of goods codes. The hierarchical levels in the classification can be deducted from the code itself and the number of dashes (for example, - - or - - -) in the description.

Because of the hierarchical structure of the Official texts, it is often difficult to understand the exact meaning of the description of a single CN8 code. Other possibilities are therefore provided to look at the list of codes as follows

1. the **Self-explanatory texts**, showing the complete descriptions of each 8 digit code and;
2. the **Minimal hierarchical sequence**, showing the complete hierarchical sequence of a code in the Official texts.

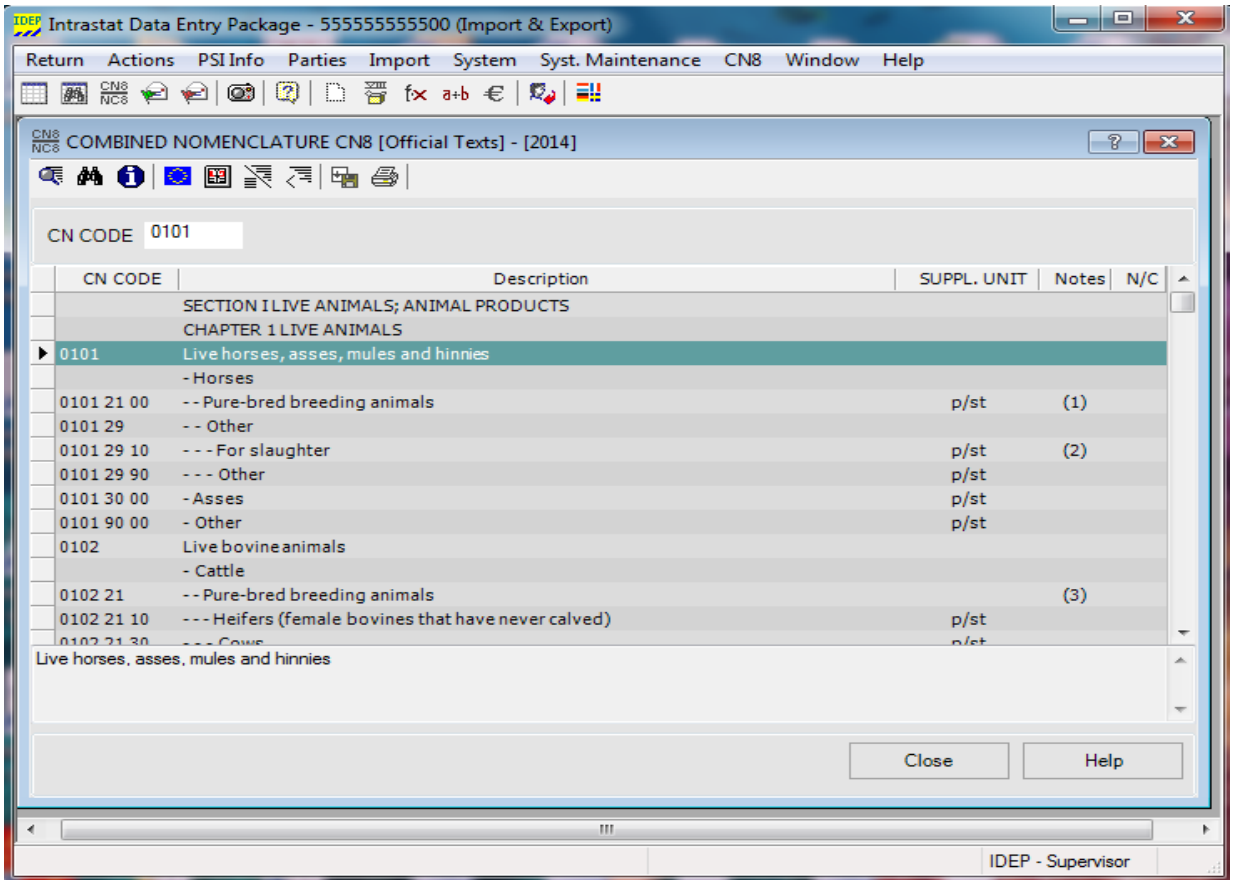
To make it easier to identify the correct code for a given product, two search methods have been included:

1. search by **Keyword**(s), resulting in a list of all codes that include the specified keyword(s) and;
2. **hierarchical search**, allowing to follow the hierarchy step-by-step.

The nomenclature consists of 21 sections, approximately a hundred chapters (first two digits of the code) and approximately 10,000 8-digit goods codes. In the texts there is a general introduction including an introduction per section and per chapter included.
If relevant to a particular code, the supplementary unit qualifier will be shown on the screen. This is a qualifier for the quantity (other than the default qualifier "kilogram") that has to be entered in the statistical declaration.
If applicable, footnotes are also attached to the official texts.

12.2 The Graphical User Interface (GUI)

Once the application is started, the graphical user interface (GUI) shows the following information.



- Screen title, User Interface Language and Year of the Nomenclature.
- Menu bar presenting the main options. Sub-options are shown by clicking on a main option.
- Tool bar, giving fast access to the major functions via Buttons.
- The CN8 information area.
- Status bar.

So-called ToolTips provide brief information when the mouse pointer is positioned on a Button.
Holding down the right mouse button anywhere on the screen presents a copy of the Consult menu, which is context dependent. The only options available are those that are valid in the current conditions.

12.3 A brief look at the main concepts

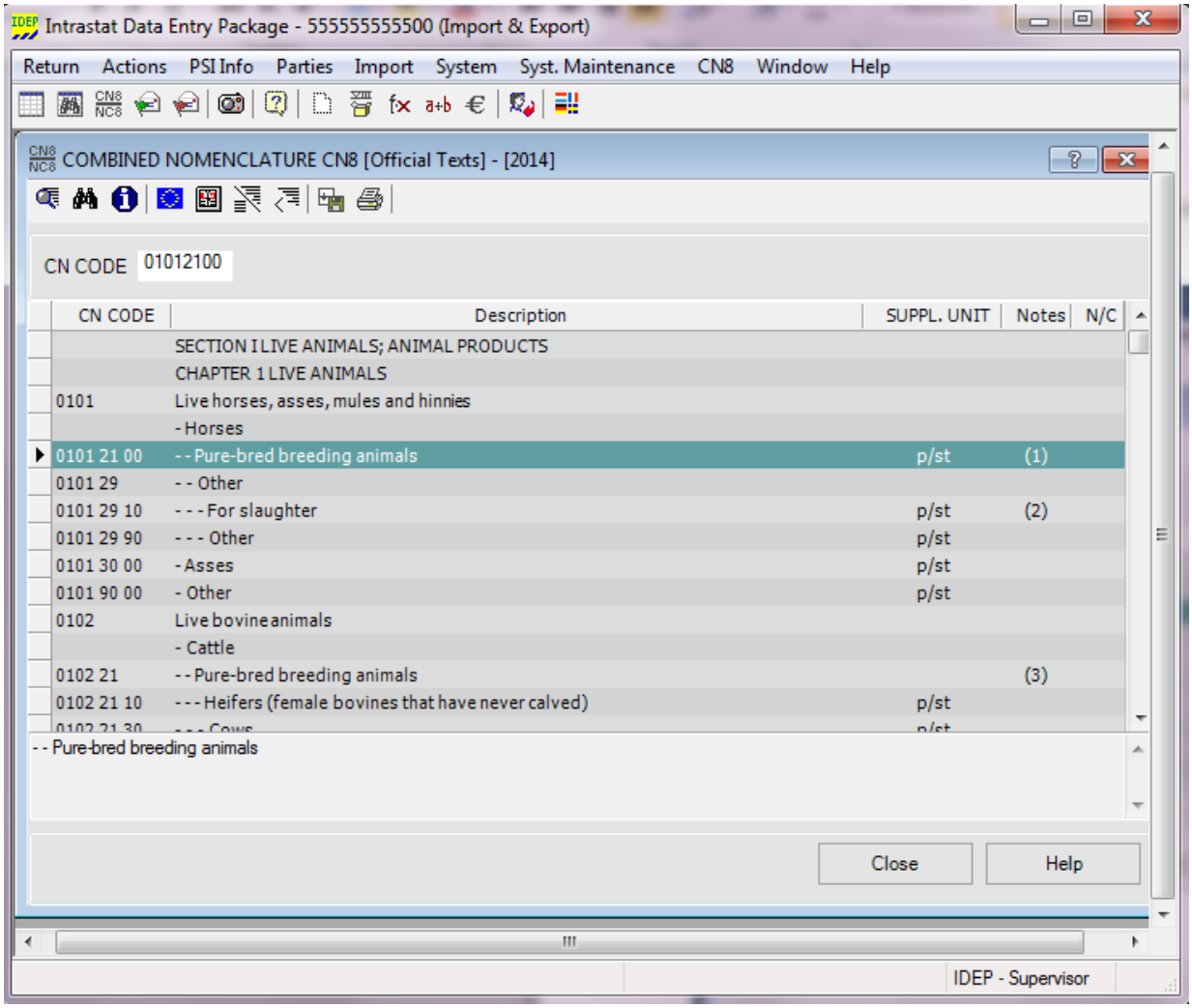
There are two distinct presentations of the combined nomenclature CN8 as follows.

1. The presentation of the **official texts** of the official journal of the European Union.
2. The presentation of the **self-explanatory texts** provided by EUROSTAT.

12.4 Self-explanatory Texts

Each self-explanatory text is identified by a product code. Sometimes a supplementary unit may be attached to the self-explanatory text.

For example, for the code 0101 21 00, the self explanatory text is: “Pure-bred breeding animals”.



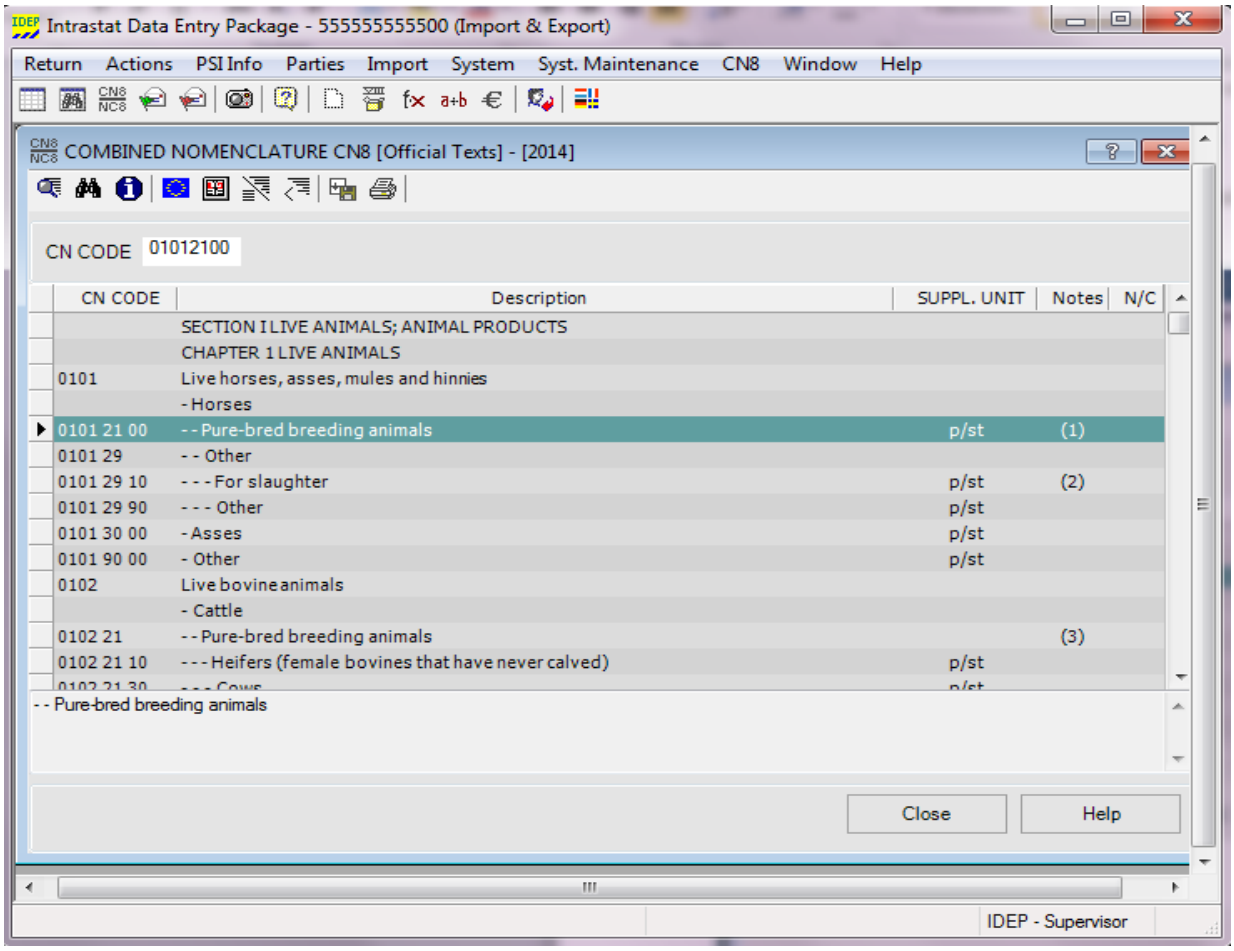
12.5 Official Texts

The official texts are grouped as follows:

- in sections numbered sequentially (from I to XXI);
- within a section, in sequentially numbered chapters (from 1 to 98);
- within a chapter, there may be sequentially numbered sub-sections (I, II, III etc.).

There is a hierarchical relationship between official texts which describe a product in an increasingly precise manner. The level within the hierarchy is indicated by the "product code" for the first two levels and by the number of dashes preceding the texts for the next levels.

For example, the CN8 code 0101 21 00 is for “Live horses – Pure bred breeding animals” as in the following screen:

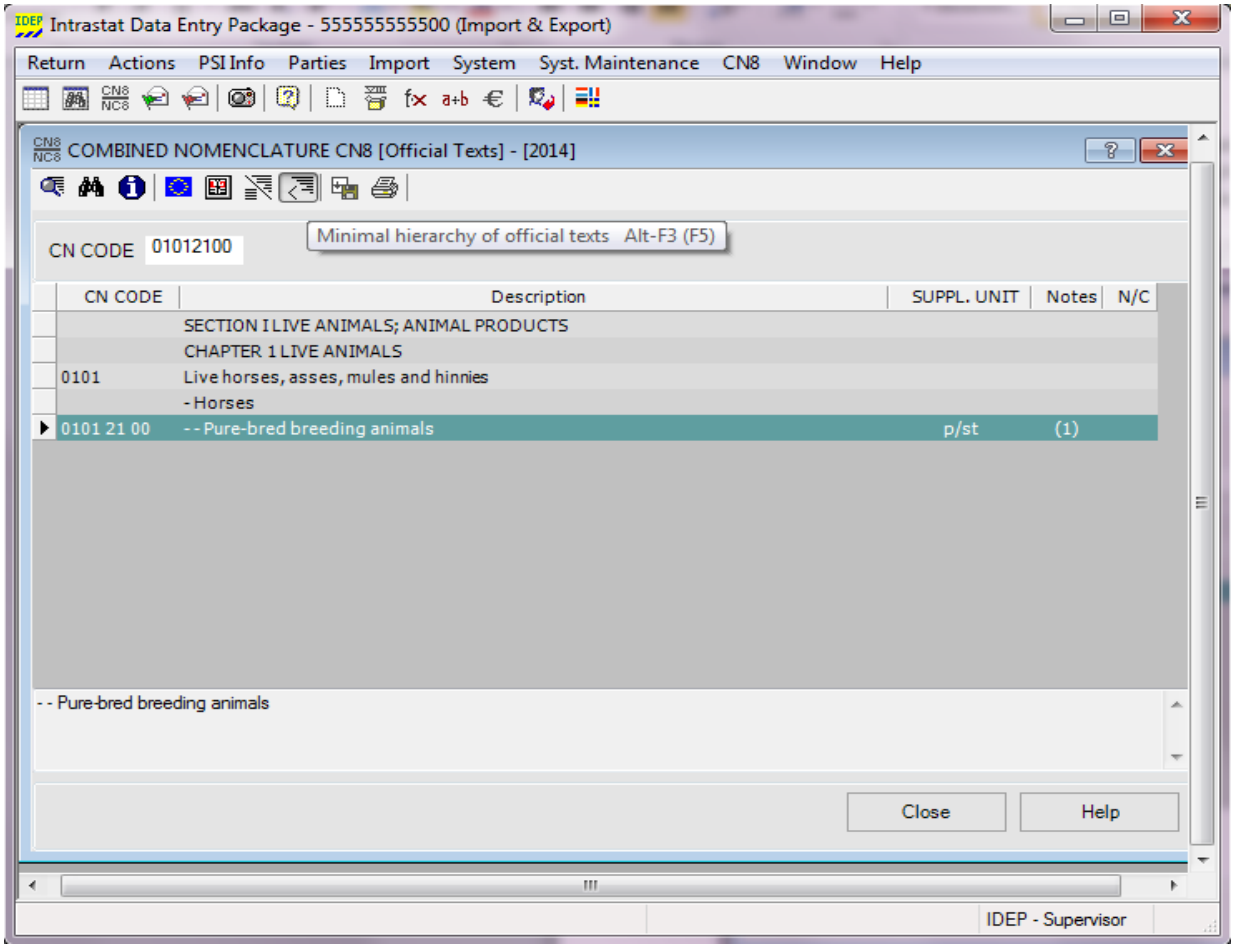

Intrastat Data Entry Package - 555555555500 (Import & Export)
Return Actions PSI Info Parties Import System Syst. Maintenance CN8 Window Help
COMBINED NOMENCLATURE CN8 [Official Texts] - [2014]
CN CODE 01012100
CN CODE Description SUPPL. UNIT Notes N/C
SECTION I LIVE ANIMALS; ANIMAL PRODUCTS
CHAPTER 1 LIVE ANIMALS
0101 Live horses, asses, mules and hinnies
- Horses
0101 21 00 - - Pure-bred breeding animals p/st (1)
0101 29 - - Other
0101 29 10 - - - For slaughter p/st (2)
0101 29 90 - - - Other p/st
0101 30 00 - Asses p/st
0101 90 00 - Other p/st
0102 Live bovine animals
- Cattle
0102 21 - - Pure-bred breeding animals (3)
0102 21 10 - - - Heifers (female bovines that have never calved) p/st
- - Pure-bred breeding animals
Close
Help
IDEP - Supervisor

12.6 Relationship between official and self-explanatory texts

There is a two-sided relationship between official texts and self-explanatory texts for the eight-digit product codes. For other product codes there is not always an exact match between the two texts.
The CN8 application offers the facility to toggle between both sets of texts. If there is not an exact match, it will go to the nearest eight-digit product code.

12.7 Minimal Sequence

The minimal sequence is the minimal hierarchical sequence of official texts required to understand the context and the content of a given official text. This function is only available when the official texts are selected. For example, for the code 0101 21 00, see screen below.



12.8 Keywords

For given keywords the CN8 application offers the facility to access matching self-explanatory texts, or official texts as described in Section 12.9.6 Keyword Search

12.9 Add/Remove chapters

Users that don't want certain chapters to be install can select/de-select those by pressing the "Invert Selection" button and specify all or only a few chapters.

12.10 Details of CN8 functions

By default, at the start of the application the screen presenting the official texts is displayed. All CN8 functions can be called through the Graphical User Interface, as described in Section 1.2.

12.10.4 Consult \ Select Year Nomenclature

A CN8 goods code may be valid for one year but not valid for the following year , or the corresponding text may have been modified. All the information displayed by the CN8 package at a given moment is related to a single year. Therefore the year which the nomenclature relates to is displayed in the header and the Status bar of the CN8 screen.

However, the CN8 package contains information relating to more than one year.
For example in the year 2014, the user has the possibility to view the CN8 codes for 2014, but also for 2013 (many of them are the same) by either:

- clicking the button on the Tool bar;
- using the F11 function key;
- selecting the menu option Consult \ Select Year Nomenclature;
- selecting the menu option with the right mouse button.

The selection of another year "toggles" between the years which are available.

12.10.5 Consultation of official texts

The screen of official texts is displayed by default at the start of the application.

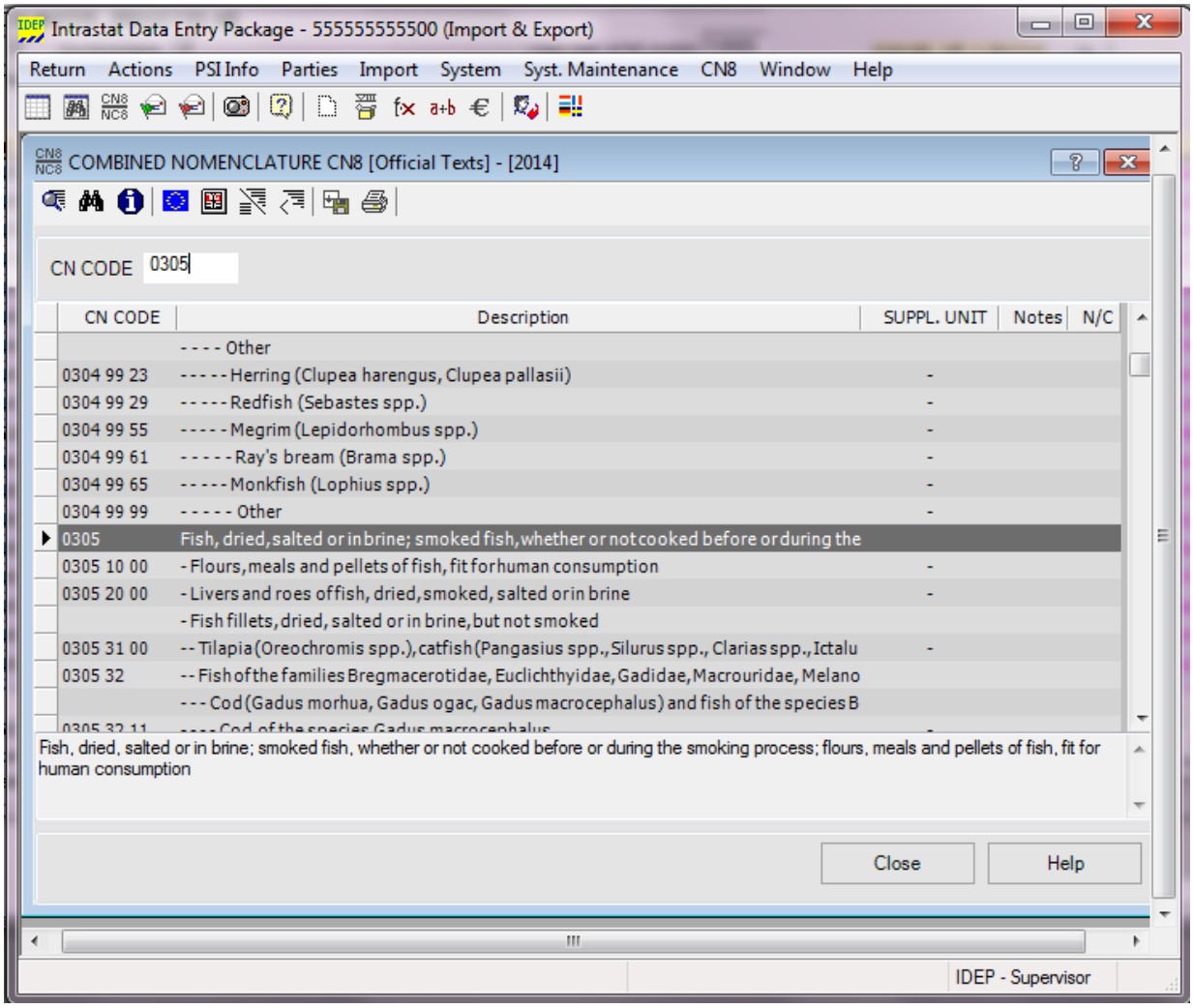
It is also accessible by either:

- selecting the menu option "Consult \ Self-explanatory texts <-> Official texts";
- selecting the menu option with the right mouse button;
- the F7 Function Key;
- the button on the Tool bar.

The following are the fields for this screen:

- the product code;
- the supplementary unit qualifier;
- a flag to indicate if there is a footnote attached to the text;
- a flag to show whether the text is new ('+') or modified ('~').

Example:


Intrastat Data Entry Package - 555555555500 (Import & Export)
Return Actions PSI Info Parties Import System Syst. Maintenance CN8 Window Help
COMBINED NOMENCLATURE CN8 [Official Texts] - [2014]
CN CODE 0305
CN CODE Description SUPPL. UNIT Notes N/C
---- Other
0304 99 23 ----- Herring (Clupea harengus, Clupea pallasii) -
0304 99 29 ----- Redfish (Sebastes spp.) -
0304 99 55 ----- Megrim (Lepidorhombus spp.) -
0304 99 61 ----- Ray's bream (Brama spp.) -
0304 99 65 ----- Monkfish (Lophius spp.) -
0304 99 99 ----- Other -
0305 Fish, dried, salted or in brine; smoked fish, whether or not cooked before or during the
0305 10 00 - Flours, meals and pellets of fish, fit for human consumption -
0305 20 00 - Livers and roes of fish, dried, smoked, salted or in brine -
- Fish fillets, dried, salted or in brine, but not smoked
0305 31 00 -- Tilapia (Oreochromis spp.), catfish (Pangasius spp., Silurus spp., Clarias spp., Ictalu -
0305 32 -- Fish of the families Bregmacerotidae, Euclichthyidae, Gadidae, Macrouridae, Melano
--- Cod (Gadus morhua, Gadus ogac, Gadus macrocephalus) and fish of the species B
Fish, dried, salted or in brine; smoked fish, whether or not cooked before or during the smoking process; flours, meals and pellets of fish, fit for human consumption
Close
Help
IDEP - Supervisor

Note, that where texts may be truncated in the main window, the full text for the selected code is always displayed in the lower window.

12.10.6 Consultation of self-explanatory texts

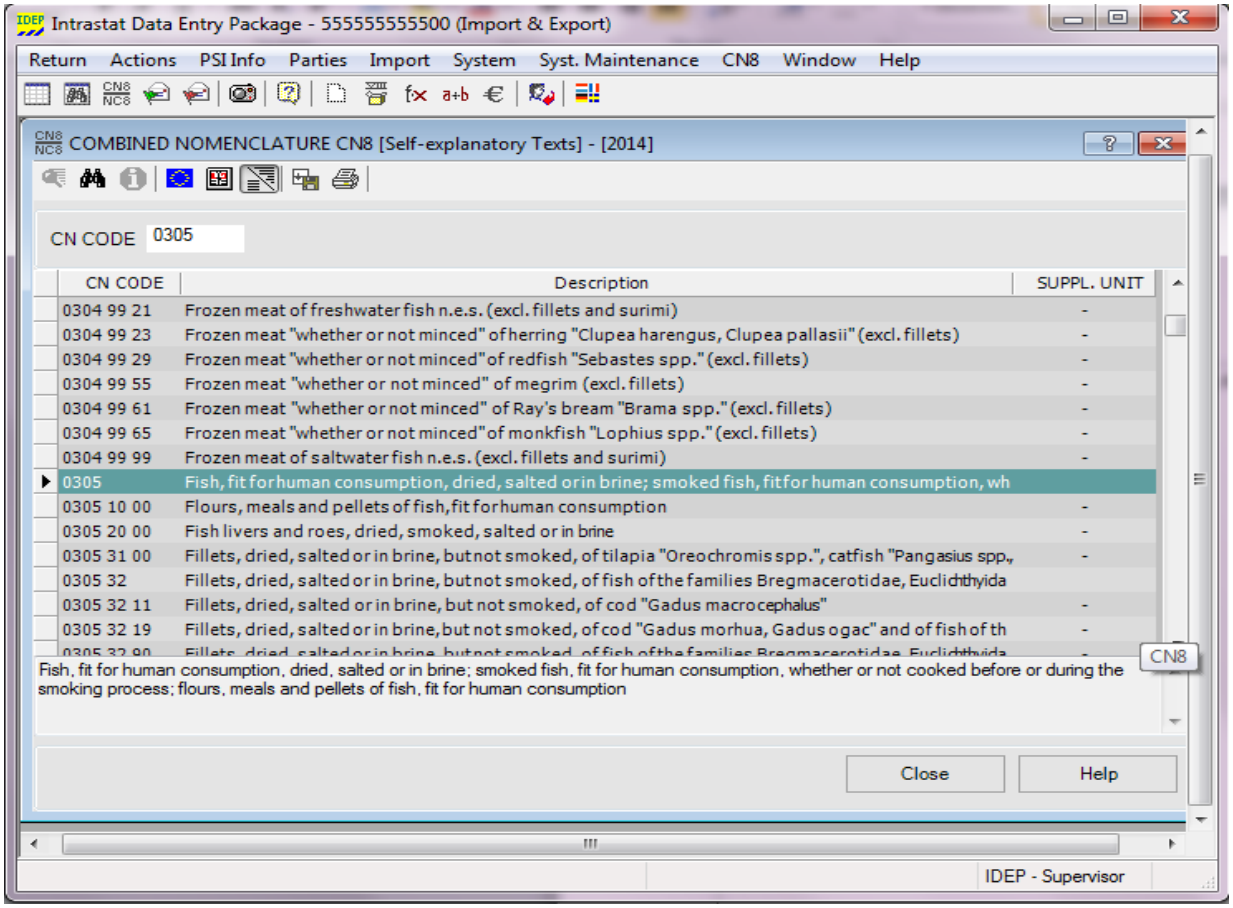
This function is accessible by either:

- selecting the menu option “Consult \ Self-explanatory texts <-> Official texts” or;
- selecting the menu option with the right mouse button or;
- the F7 Function Key or;
- the button on the Tool bar.

The following are the fields for this screen:

- the product code;
- the self-explanatory description;
- the supplementary unit qualifier.

Example:


Intrastat Data Entry Package - 555555555500 (Import & Export)
Return Actions PSI Info Parties Import System Syst. Maintenance CN8 Window Help
COMBINED NOMENCLATURE CN8 [Self-explanatory Texts] - [2014]
CN CODE 0305
CN CODE Description SUPPL. UNIT
0304 99 21 Frozen meat of freshwater fish n.e.s. (excl. fillets and surimi) -
0304 99 23 Frozen meat "whether or not minced" of herring "Clupea harengus, Clupea pallasii" (excl. fillets) -
0304 99 29 Frozen meat "whether or not minced" of redfish "Sebastes spp." (excl. fillets) -
0304 99 55 Frozen meat "whether or not minced" of megrim (excl. fillets) -
0304 99 61 Frozen meat "whether or not minced" of Ray's bream "Brama spp." (excl. fillets) -
0304 99 65 Frozen meat "whether or not minced" of monkfish "Lophius spp." (excl. fillets) -
0304 99 99 Frozen meat of saltwater fish n.e.s. (excl. fillets and surimi) -
0305 Fish, fit for human consumption, dried, salted or in brine; smoked fish, fit for human consumption, wh
0305 10 00 Flours, meals and pellets of fish, fit for human consumption -
0305 20 00 Fish livers and roes, dried, smoked, salted or in brine -
0305 31 00 Fillets, dried, salted or in brine, but not smoked, of tilapia "Oreochromis spp.", catfish "Pangasius spp., -
0305 32 Fillets, dried, salted or in brine, but not smoked, of fish of the families Bregmacerotidae, Euclichthyida
0305 32 11 Fillets, dried, salted or in brine, but not smoked, of cod "Gadus macrocephalus" -
0305 32 19 Fillets, dried, salted or in brine, but not smoked, of cod "Gadus morhua, Gadus ogac" and of fish of th -
CN8
Fish, fit for human consumption, dried, salted or in brine; smoked fish, fit for human consumption, whether or not cooked before or during the smoking process; flours, meals and pellets of fish, fit for human consumption
Close Help
IDEP - Supervisor

Note, that where texts may be truncated in the main window, the full text for the selected code is always displayed in the lower window.

12.10.7 Consultation of the minimal sequence

This function is only available when the official texts are selected. The User must move the cursor to the official text for which the minimal sequence is required and then either:

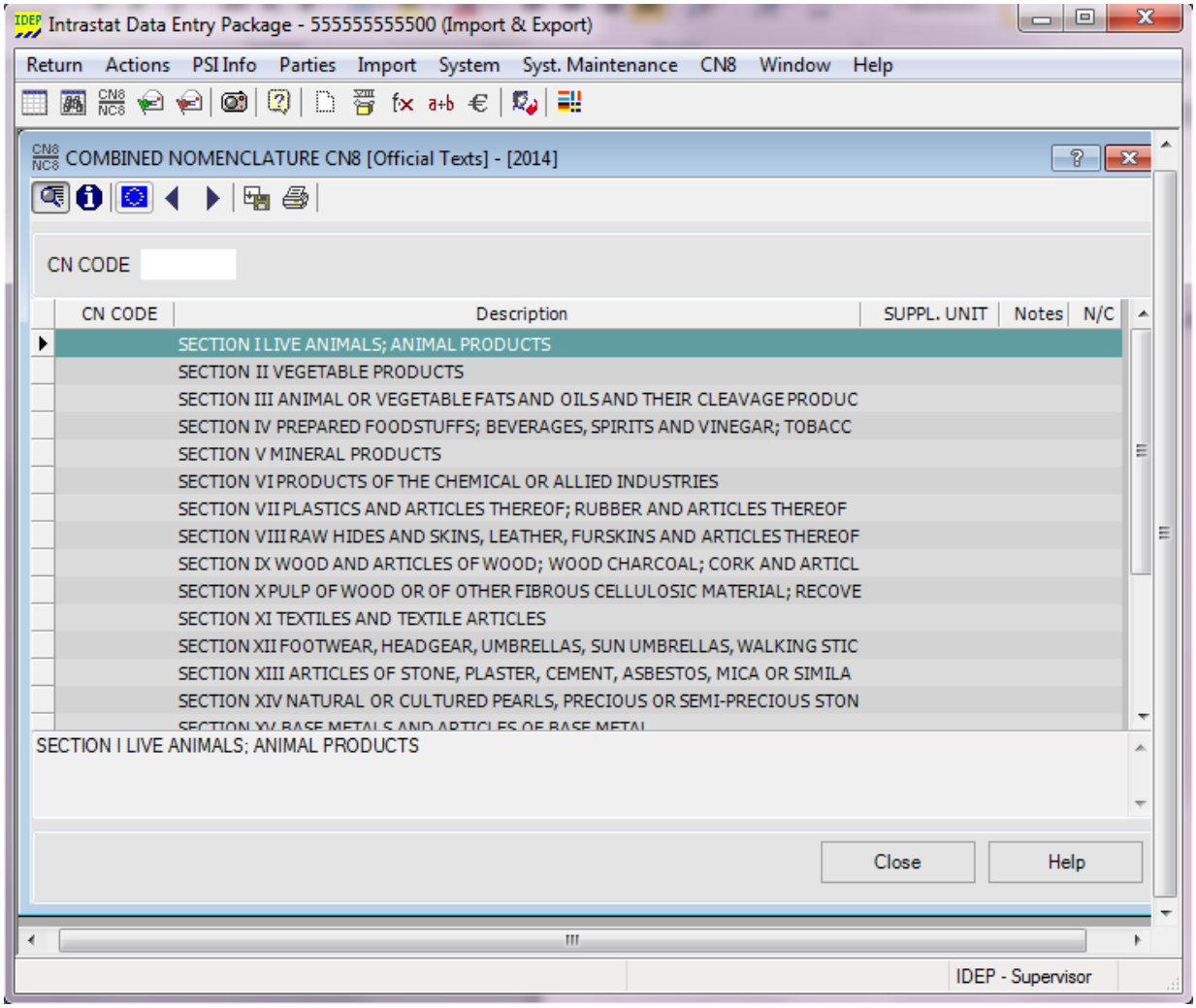
- select the menu option “Consult \ Minimal Sequence” or;
- select the menu option with the right mouse button or;
- enter the F5 Function Key or;
- click the button on the Tool bar.

12.10.8 Hierarchical Search

This function is accessible by either:

- selecting the menu option “Consult \ Hierarchical Search” or;
- selecting the menu option with the right mouse button or;
- the F4 Function Key or;
- the button on the Tool bar.

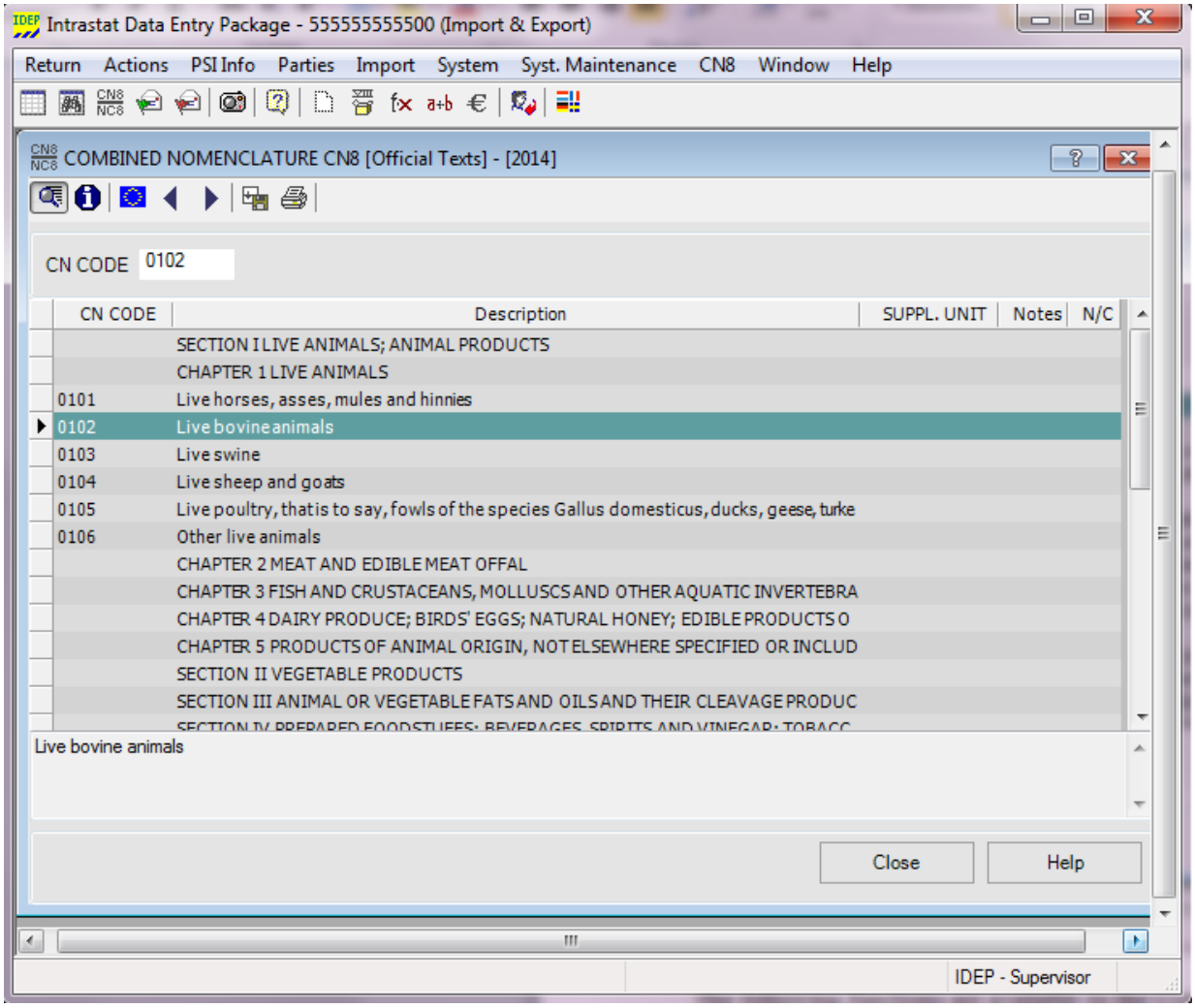
It can be used on Official texts only. The screen presenting the table of contents for sections is then displayed, with an adapted toolbar as follows.


Intrastat Data Entry Package - 555555555500 (Import & Export)
Return Actions PSI Info Parties Import System Syst. Maintenance CN8 Window Help
COMBINED NOMENCLATURE CN8 [Official Texts] - [2014]
CN CODE
CN CODE Description SUPPL. UNIT Notes N/C
SECTION I LIVE ANIMALS; ANIMAL PRODUCTS
SECTION II VEGETABLE PRODUCTS
SECTION III ANIMAL OR VEGETABLE FATS AND OILS AND THEIR CLEAVAGE PRODUC
SECTION IV PREPARED FOODSTUFFS; BEVERAGES, SPIRITS AND VINEGAR; TOBACC
SECTION V MINERAL PRODUCTS
SECTION VI PRODUCTS OF THE CHEMICAL OR ALLIED INDUSTRIES
SECTION VII PLASTICS AND ARTICLES THEREOF; RUBBER AND ARTICLES THEREOF
SECTION VIII RAW HIDES AND SKINS, LEATHER, FURSKINS AND ARTICLES THEREOF
SECTION IX WOOD AND ARTICLES OF WOOD; WOOD CHARCOAL; CORK AND ARTICL
SECTION X PULP OF WOOD OR OF OTHER FIBROUS CELLULOSIC MATERIAL; RECOVE
SECTION XI TEXTILES AND TEXTILE ARTICLES
SECTION XII FOOTWEAR, HEADGEAR, UMBRELLAS, SUN UMBRELLAS, WALKING STIC
SECTION XIII ARTICLES OF STONE, PLASTER, CEMENT, ASBESTOS, MICA OR SIMILA
SECTION XIV NATURAL OR CULTURED PEARLS, PRECIOUS OR SEMI-PRECIOUS STON
SECTION I LIVE ANIMALS; ANIMAL PRODUCTS
Close
Help
IDEP - Supervisor

The following functions are available to the User:

- Select a chapter with the mouse or up \ down arrows.
- Enter the next hierarchical level using the ➡ arrow button.
- Select the desired code in the list presented for this level with the mouse or up \ down arrows.
- Enter the previous hierarchical level using the ⬅ arrow button.
- Leave this search function by re-selecting the menu option “Consult \ Hierarchical Search” or the F4 Function Key.

Example showing the “explosion” of “Live bovine animals” in Chapter 1 using the ➡ arrow button.
First select Chapter 1 in the list and click ➡, an overview of the hierarchical level 1 appears:


Intrastat Data Entry Package - 555555555500 (Import & Export)
Return Actions PSI Info Parties Import System Syst. Maintenance CN8 Window Help
COMBINED NOMENCLATURE CN8 [Official Texts] - [2014]
CN CODE 0102
CN CODE Description SUPPL. UNIT Notes N/C
SECTION I LIVE ANIMALS; ANIMAL PRODUCTS
CHAPTER 1 LIVE ANIMALS
0101 Live horses, asses, mules and hinnies
0102 Live bovine animals
0103 Live swine
0104 Live sheep and goats
0105 Live poultry, that is to say, fowls of the species Gallus domesticus, ducks, geese, turke
0106 Other live animals
CHAPTER 2 MEAT AND EDIBLE MEAT OFFAL
CHAPTER 3 FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTEBRA
CHAPTER 4 DAIRY PRODUCE; BIRDS' EGGS; NATURAL HONEY; EDIBLE PRODUCTS O
CHAPTER 5 PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUD
SECTION II VEGETABLE PRODUCTS
SECTION III ANIMAL OR VEGETABLE FATS AND OILS AND THEIR CLEAVAGE PRODUC
Live bovine animals
Close
Help
IDEP - Supervisor

12.10.9 Keyword Search

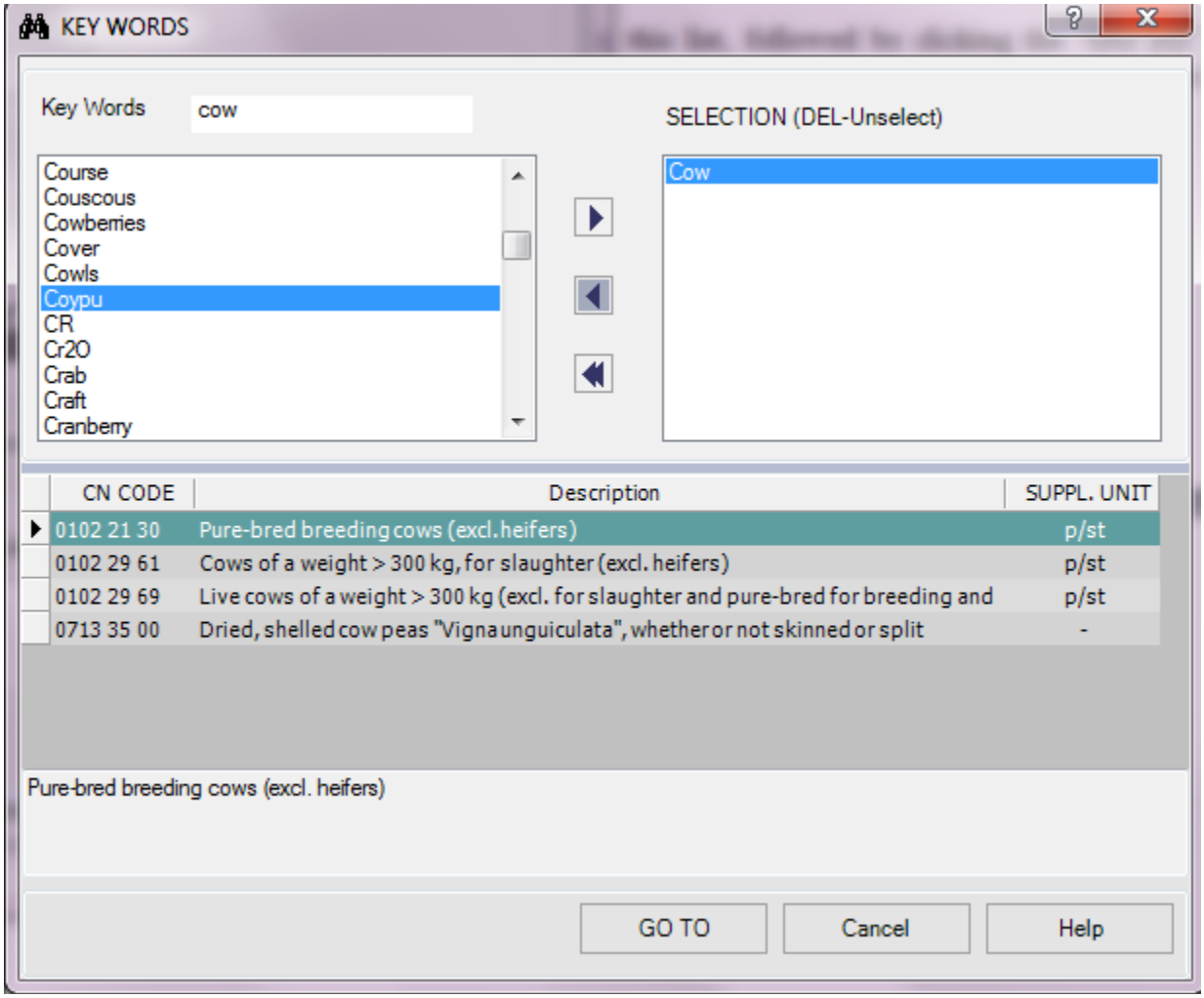
This function is accessible by either:

- selecting the menu option “Consult \ Keywords” or;
- selecting the menu option with the right mouse button or;
- the F3 Function Key or;
- the button on the Tool bar.

The screen allows the User to define a selection of keywords. The selection immediately returns the list of self-explanatory texts in the lower window, which correspond to the criteria defined (all selected keywords).

The selection of a self-explanatory text within this list, followed by clicking the “GO TO” button, returns the User to the screen of official texts, or self-explanatory texts respectively, at the new position.

Example:



When you are in the list of keywords you can use the following options:

- ">" button: to select a keyword, the selected keyword is displayed in the selection of keywords;
- "<" button: to de-select a keyword;
- the entry of the first letters of a keyword moves the User automatically to the nearest keyword.
- the "GO TO" button to go back to the Official texts or Self-explanatory texts at the selected position, depending on the presentation mode before entering the keyword function.

12.10.10 Consultation of footnotes

Footnotes attached to official texts are accessible through the screen of official texts by either:

- selecting the menu option "Consult \ Texts" or;
- selecting the menu option with the right mouse button or;
- the F6 Function Key or;
- the button on the Tool bar.

Footnotes can be printed by use of the "Print" button.

12.10.11 Consultation of introduction texts for sections and chapters

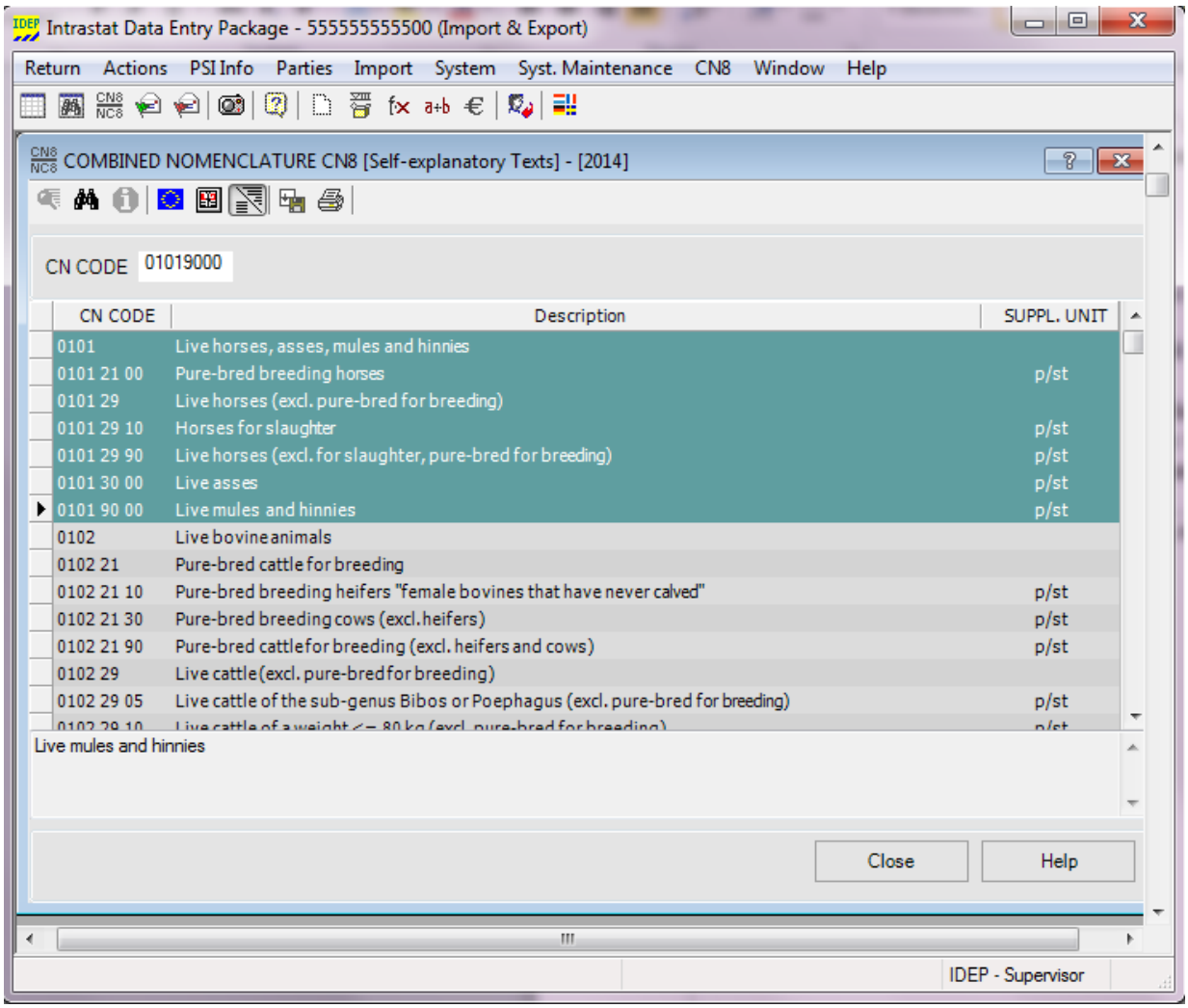
This function is accessible from the screen of official texts and from the hierarchical search screen. The User must choose an official text corresponding to a section, or a chapter and then access the introductory text by either:

- selecting the menu option “Consult \ Texts” or;
- selecting the menu option with the right mouse button or;
- the F6 Function Key or;
- the button on the Tool bar.

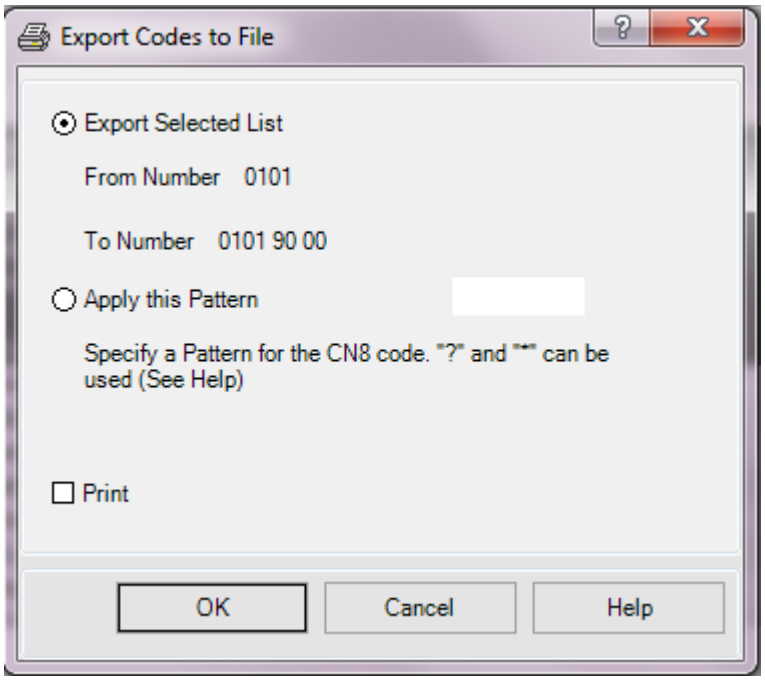
Chapter and Section texts can be printed by use of the “Print” button.

12.10.12 Export a range of texts to disk

A range of texts can be made by clicking on the first code to be selected and then click on the last code to be selected while holding down the Shift key. This can be done in either the Official texts or the Self-explanatory texts. Example:


Intrastat Data Entry Package - 555555555500 (Import & Export)
Return Actions PSI Info Parties Import System Syst. Maintenance CN8 Window Help
COMBINED NOMENCLATURE CN8 [Self-explanatory Texts] - [2014]
CN CODE 01019000
CN CODE Description SUPPL. UNIT
0101 Live horses, asses, mules and hinnies
0101 21 00 Pure-bred breeding horses p/st
0101 29 Live horses (excl. pure-bred for breeding)
0101 29 10 Horses for slaughter p/st
0101 29 90 Live horses (excl. for slaughter, pure-bred for breeding) p/st
0101 30 00 Live asses p/st
0101 90 00 Live mules and hinnies p/st
0102 Live bovine animals
0102 21 Pure-bred cattle for breeding
0102 21 10 Pure-bred breeding heifers "female bovines that have never calved" p/st
0102 21 30 Pure-bred breeding cows (excl. heifers) p/st
0102 21 90 Pure-bred cattle for breeding (excl. heifers and cows) p/st
0102 29 Live cattle (excl. pure-bred for breeding)
0102 29 05 Live cattle of the sub-genus Bibos or Poephagus (excl. pure-bred for breeding) p/st
Live mules and hinnies
Close
Help
IDEP - Supervisor

The Export function is available by accessing the "Export" option on the menu or by clicking the button on the Toolbar.



This dialog allows the User to choose between exporting a selected range as described before, or to export selected CN8 codes according to certain criteria.
The available wild cards are : * and ? The code format is 9999 99 99 – include spaces! Each digit of the code can be replaced by a wild-card (only one type of wild-card can be used for one code).

Examples :

01* will select all the CN codes which begin with 01.
01?? will select all the CN codes which begin with 01 and of which the length of the code is 4 digits.

After having made the selection, clicking “OK” will present a dialog to select the path and filename.

The information to be specified by the user is as follows:

- the File type;
  - Access;
  - Text;
  - Excel;
  - XML;
  - Hypertext.
- the drive and path (Look in);
- the File name.

After clicking on the Open button, the following data will be exported:

- the product code;

- the official or self-explanatory description;
- the supplementary unit qualifier;
- the new/changed indicator.

Using the appropriate programs to open the files produced by this function, the results can be re-formatted, sorted, printed, etc.

13. Window

The "***Window***" Menu option allows manipulation of the open windows. It offers the following possibilities.

- **"*Cascade*"** open windows, or;
- **"*Tile Vertical*"** of open windows, or;
- **"*Close All*"** open windows.

A list of all open windows allows the activation of a selected window.

14. Help

The "***Help***" Menu provides the general Help items.

"*Table of Contents*" of all available Help.
Information "***On this Form*".**
"*Support*" information.
"*Diagnostics*"
"Ouick User Guide"

The "***About*"** option provides information relating to IDEP/CN8 itself.

Help on specific Topics is provided through the "***Table of Contents***" or the Help button presented on the various IDEP/CN8 screens.
The Help form is a so-called modal form, which allows switching the focus back to the Main application. The Help window may be maximised and minimised. For subsequent invocations its last location/size will be restored (e.g. if the User has moved/sized it).
If the Main window is minimised the Help window will be minimised along with it. If the Help window is minimised, invoking help again will restore the Help window to its most recent size/location.

All Help texts can be printed individually through the Print Button on each Help screen.

For Diagnostics see chapter 16.

15. IDEP/CN8 in a multi-user LAN Environment

15.1 Introduction

In a LAN environment where several Users can access the same functionality and the same data at the same time, it can be necessary to **restrict the use of some of the functions and simultaneous access to data**.

From a functional perspective, three cases can be considered. The first is the most restrictive.

1. Functions accessible when **only one User logged on**.
2. Functions accessible by **one User at a time**.
3. Accessing information with **multiple Users**.

The different cases will now be explained in more detail.

15.2 Functions accessible when only one User logged on

Most system maintenance functions can be only be executed when only one User is logged on to the system.

Two possible **conflict situations** can occur.

1. A User tries to log on to the system while another user is executing a function which requires only one User to be logged on.
   The User who tries to log on will see the following message.

   "A system maintenance function is being executed. You cannot log on right now. Try again later."

   The User leaves the system.

2. A User tries to execute a function which requires only one User to be logged on while already another User is logged on.
   The User who tries to execute the function will see the following message.

   "This function can only be executed when no other Users are logged on to the system."

   The User leaves the function.

Functions which can only be executed when only one User is logged on to the system are the following.

- *"System Maintenance / Backup Idepdata".*
- *"System Maintenance / Restore Backup".*
- *"System Maintenance / Clean-up".*
- *"System Maintenance / Download".*

15.3 Functions accessible by one User at a time

Some functions can only be executed by one User at a time. Multiple Users can be logged on to the system.
When a User is accessing a "one-User-at-a-time" function and another User tries to access the same function, then this second User will see the following message.

"Function already in use. Only one User can have access at a time."

The second User cannot access the function.

Functions which can only be executed by one User at a time, while multiple Users are logged on to the system, are as follows.

- *"INTRASTAT Output Returns".*
- *"System Maintenance / Maintenance PSI / Archive to Disk".*
- *"System Maintenance / Maintenance PSI / De-archive".*
- *"System Maintenance / Maintenance PSI / Header Deletion".*

15.4 Accessing information with multiple Users

The previous two paragraphs dealt with **functions** which cannot be executed by multiple users due to the nature of the functionality. In many cases, multiple Users are using the same **information** in functions which can be accessed by multiple Users at the same time.
For example, two Users can be entering Return data for the same PSI at the same time, but only for different Returns. Should one of these Users try to modify the same Return on which the other User is working, he will get the following message.

"Function already in use. Only one User can have access at a time."

The second User cannot modify the data, it is **locked** by the first User.

If for some reason, for example a power failure, the IDEP package isn't closed properly, some data may still be locked when the package is re-started. A special function takes care of the unlocking of all data in the databases.

An automatic refresh mechanism makes sure that multiple Users consult the same data, even if they look at the same window for a longer period. A refresh is done every 15 seconds.

16. Diagnostics

16.1 Introduction.

In some cases, the installation or execution of IDEP/CN8 fails. Often, this is caused by specific conditions on the User's platform. Given the almost infinite possible system configurations, it is difficult for a CNA who wants to provide help to this User, to find out the reason for the failure.

For this reason, a tool IdepTest (AKA Diagnostics or Diagnostix ;-) has been implemented. This tool does not require any kind of installation and runs on all Windows platforms (Windows 2000 or higher).

16.2 Running IdepTest.

The tool is found in the Help Menu.

NOTE: The user interface language of the tool is English.

16.3 Options.

IdepTest collects a lot of more or less relevant information. This is carried out very quickly. Once this collection has completed the tool displays the collected information in a scrollable window and one or more buttons are available:

Button	**Purpose**
Show Log	Starts the system's default editor on the produced log file.
Explore Log	Starts the Explorer in the exact location where the log file resides. If possible the log file name is pre-selected. This should help the user in locating the log file of interest for sending it to the CNA for instance.
Repair DLLs	Repairs the registration of DLLs if this is necessary and possible (this button is not available if this is not possible). This option is equivalent to executing REGSVR32 on the suitable DLLs.
Uninstall	Uninstalls IDEP if this is possible (this button is not available if there is nothing to uninstall). The un-installation does **not** remove the data and may leave shortcuts in place.
Restart	Restarts the application (e.g. after uninstall or repair).
Cancel	Exits the application or interrupts the collection process.

16.4 Log file.

Each time IdepTest is run a log file is produced in %TEMP%\IdepTest_DDMMYYYY.txt (note the txt extension instead of the log extension; this should ensure that the system's default text editor can be used for viewing the file). The log file can be viewed with any text editor (Notepad or Word).

The log file is appended to. If the tool is restarted the collected data is appended to the file.

A summary of the collected data is displayed in the GUI.

16.5 Collected Information.

Detailed information about the operating system and installed software is collected. Interesting information collected is summarised in the GUI.
From the information collected it is possible to infer if an internet connection is available, if IDEP is correctly installed, if IDEP could use email to send declarations etc.

Summary description of the collected information:

Type of information	Data Collected
Miscellaneous	Date, version of IdepTest
Detailed OS and System Information	Version number, service pack, CPU, memory
User information	User name, company name, administrator status
Desktop and local settings	Fonts, colours, screen resolution, system language, regional settings
Disk drives and network shares	Drive- and file-system type, available and used space, maximum filename length
Networking	Domain name, hostname, IP-address, dial-up networking, internet connections
Windows Installer	MSI location and version, Policy settings (W2K or higher), service status
Running services	NT or higher
Interesting directories	TEMP, Windows, ...
Common Environment variables	TEMP, PATH, ...
Startup programs	From start up directory, in Windows registry
IDEP/CN8 Information	Availability of user settings, uninstallation information, validity and suitability of installation path, summary directory listing of installation path
Mail Clients	Installed clients, default client, email settings, MAPI
Internet software	Default browser, version, internet settings for browser, firewall
VB & VBA Settings	To see if any other Visual Basic like applications have been run
Office components	Office versions and what office components are installed
Software development environments	Microsoft development software installed
DLLs required by IDEP/CN8	Availability, version, check registration
Log files	Listing of any IDEP, GetRelease, MSI, IdepTest log files

16.6 Repair

The tool for registering DLLs is available on most Windows versions: REGSVR32.

For every DLL that IDEP/CN8 requires IdepTest checks if the required DLL is available and has the required version. If the DLL is not correctly registered it is possible to correct (repair) this by using the built-in repair feature of IdepTest. This will execute an operation similar to REGSVR32.

If the tool did not encounter any repairable problems with the DLLs the repair feature is not available.

16.7 Uninstall

A complete de-installation of IDEP, including any system files that may have been installed is normally done by the Windows Installer via the Control Panel/Add and Remove Programs. If this fails for some reason it is considered **extremely dangerous** to try uninstalling with another tool as this could render the system useless if shared system files are removed (it is very difficult, if not impossible, to detect if a system file is shared on a system where the Windows Installer based de-installation failed in the first place).

If IdepTest detected IDEP uninstallation information the uninstall feature will be enabled. If this feature is invoked only the uninstallation information and DLLs installed by IDEP's Install program will be removed. Any user data and shortcuts that may be available will **not** be deleted.